



**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES  
BOARD MEETING PACKET  
TUESDAY, OCTOBER 17, 2023, 7:00 p.m.**

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**NOTICE OF LIBRARY BOARD MEETING  
TUESDAY, OCTOBER 17, 2023  
7:00 p.m.**

**The Saline District Library Board will be holding its monthly meeting to  
conduct regular business at this time.**

**This meeting will be held in the Library's Brecon Room.**

**555 N. Maple Road, Saline, MI 48176**

Public comment will be allowed at specified times during the meeting according to Policy 512: Public Discussion at Board of Trustees Meetings.

In advance of the meeting, you may contact the Library Board here:  
[salinelibrary.org/about/board-of-trustees/](https://salinelibrary.org/about/board-of-trustees/)

For special accommodations, please contact Library Director Karrie Waarala:  
[karrie@salinelibrary.org](mailto:karrie@salinelibrary.org)

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES  
BOARD MEETING AGENDA  
TUESDAY, OCTOBER 17, 2023, 7:00 p.m.**

President Gray \_\_\_\_\_ Vice President Conn \_\_\_\_\_ Secretary Byron \_\_\_\_\_ Treasurer TerHaar \_\_\_\_\_  
Trustee Bieliauskas \_\_\_\_\_ Trustee Hundley \_\_\_\_\_ Trustee Healy \_\_\_\_\_  
Director Waarala \_\_\_\_\_ Assistant Director Lash \_\_\_\_\_ Administrative Assistant Pilarz \_\_\_\_\_

A. Call Meeting to Order at \_\_\_\_\_.

B. Approval of Agenda  
Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the agenda as presented.

C. Approval of Past Minutes  
Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the September 19, 2023 meeting minutes as written.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the October 11, 2023 Building & Grounds Committee meeting minutes as written.

D. Public Discussion  
Citizens are encouraged to address their concerns and comments. Individuals will be given up to three minutes to address the Board at any one meeting. Trustees will not respond to public comments at meetings.

E. SDL Interior Renovations and Site Improvements Schematic Design Estimate Package presented by McCarthy & Smith and Quinn Evans

F. President's Report

G. Friends of the Library Report

H. Financial Reports  
Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the September 2023 financial reports.

I. Committee Reports

1. Finance

2. Arts

3. Building & Grounds

4. Library Services

5. Staff Excellence

J. Library Director's Report

K. Unfinished Business

L. New Business

1. SDL Interior Renovations and Site Improvements Project Budget

Move \_\_\_\_\_ Second \_\_\_\_\_ to set the FY2023/2024 budget for the Interior Renovations and Site Improvements Project not to exceed \_\_\_\_\_.

2. Policy Review

a. Policy 703: Purchasing

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 703: Purchasing.

b. Saline District Library Board of Trustees By-Laws

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Saline District Library Board of Trustees By-Laws.

3. Discussion of Board Officers for 2023/2024

M. Public Discussion

Citizens are encouraged to address their concerns and comments. Individuals will be given up to three minutes to address the Board at any one meeting. Trustees will not respond to public comments at meetings.

N. Adjournment

Move \_\_\_\_\_ Second \_\_\_\_\_ to adjourn the meeting at \_\_\_\_\_.

RECOMMENDED MOTIONS FOR MEETING on October 17, 2023

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the agenda as presented.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the September 19, 2023 meeting minutes as written.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the October 11, 2023 Building & Grounds Committee meeting minutes as written.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the September 2023 financial reports.

Move \_\_\_\_\_ Second \_\_\_\_\_ to set the FY2023/2024 budget for the Interior Renovations and Site Improvements Project not to exceed \_\_\_\_\_.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 703: Purchasing.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Saline District Library Board of Trustees By-Laws.

Move \_\_\_\_\_ Second \_\_\_\_\_ to adjourn the meeting at \_\_\_\_\_.

**DRAFT**  
**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES**  
**BOARD MEETING MINUTES**  
**TUESDAY, September 19, 2023, 7:00 p.m.**

Present: President Gray, Vice President Conn, Secretary Byron, Treasurer TerHaar, Trustee Bieliauskas, Trustee Healy, Trustee Hundley, Friends of the Library Board Member Ceo, Director Waarala, Assistant Director Lash, Administrative Assistant Pilarz

- A. Call Meeting to Order at 6:59pm.
- B. Approval of Agenda  
Move Hundley, Second Gray to approve the agenda as written. Motion carried.
- C. Approval of Past Minutes  
Move Gray, Second Healy to approve the August 22, 2023 meeting minutes as written. Motion carried.
- D. Public Discussion  
No public present
- E. President's Report: Next month's Board Meeting will include a presentation on the library renovation project by Quinn Evans Architect and McCarthy & Smith.
- F. Friends of the Library Report: The Friends recently welcomed a new board member and will be providing giveaway items and book coupons for a Halloween parade to be held in conjunction with Halloween Storytimes at SDL.
- G. Financial Reports  
Move Conn, Second Healy to approve the August 2023 financial reports. Motion carried.
- H. Budget Hearing for FY2023/24 Operating Millages  
Move Gray, Second TerHaar to open the Public Hearing for comments on the FY2023/2024 operating millages.
  - 1. Draft Budget Summary Discussion  
Move Gray, Second Hundley to set the FY2023/2024 operating Millages at .8092 and .33 for a total of 1.1392 to be assessed in December 2023.  
  
Move Gray, Second TerHaar to close the Public Hearing on the FY2023/2024 operating millages.
- I. Committee Reports
  - 1. Finance
    - a. In August, the Committee reviewed the collection line item of the budget, comparing it against comparably sized libraries. It was noted that SDL's budget for collection is greater than average among peer institutions when measured per capita.
    - b. Reviewed the annual budget against revenue history to identify potential implications for a future millage renewal.
    - c. Reviewed the comparative salary study conducted by ElementOne Consultants.

2. Arts: Did not meet
3. Building & Grounds: Did not meet
4. Library Services: Reviewed Policy 401, as well as the Saline District Library Board of Trustees By-Laws, suggesting minor revisions to each.
5. Staff Excellence:
  - a. Reviewed the revised Staff Leave of Absence policy, which was updated with the advice of an attorney.
  - b. Reviewed and recommended changes to Policy 632: Job Classification & Wages, incorporating content from Policy 603: Wage Schedule.
  - c. Reviewed performance evaluation systems from other libraries. Subsequently, the SDL management team reviewed one of the evaluation tools, recommending that SDL implement a customized version.
- J. Library Director's Report: Accepted as written. Additional highlights: SDL will participate in the Trunk or Treat event on October 25; two candidates have submitted applications for SDL board positions; Assistant Director Jessica Lash was commended for leading robust outreach efforts at community events; Director Waarala, Assistant Director Lash, and Facilities Coordinator Matt Siegert met with the Project Manager from McCarthy & Smith and project team members from Quinn Evans to review an initial construction estimate for the library renovation project. A revised estimate will be presented at the October Board meeting.
- K. Unfinished Business: None
- L. New Business
  1. Pay Structure Review and Recommendations for FY2023/2024  
Move Gray, Second Hundley to approve the Pay Structure Review and Recommendations for FY2023/2024 as presented by ElementOne Consulting. As part of the recommendations, the Facilities Coordinator position will be adjusted from Grade 9 to Grade 11.
  2. Policy Review
    - a. Policy 401: Library Cards  
Move Bieliauskas, Second Healy to approve revised Policy 401: Library Cards (formerly Registration, Renewal & Replacement Cards.)
    - b. Policy 6014: Unpaid Leaves of Absence  
Move TerHaar, Second Gray to approve revised Policy 614: Unpaid Leaves of Absence.
    - c. Policy 632: job Classification & Wages  
Move Hundley, Second Healy to approve revised Policy 632: Job Classification & Wages.
    - d. Policy 603: Wage Schedule  
Move Gray, Second Byron to eliminate Policy 603: Wage Schedule.
    - e. Saline District Library Board of Trustees By-Laws Review  
Board members reviewed proposed revisions of the By-Laws. A motion may be called at the October meeting.

M. Public Discussion  
No public present

N. Adjournment  
Move Gray, Second Byron to adjourn the meeting at 7:57 p.m. Motion carried.

**CERTIFICATION OF MINUTES**

I hereby certify that the foregoing is a true and complete copy of the minutes of a regular meeting of the Board of Trustees of Saline District Library, Washtenaw County, State of Michigan, held at 555 N. Maple Road, Saline, MI 48176 on September 19, 2023 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were approved by the Board of Trustees, were kept, and will be made available as required by said Act.

\_\_\_\_\_  
Secretary, SDL Board of Trustees

\_\_\_\_\_  
Date of Approval



**DRAFT**  
**SALINE DISTRICT LIBRARY**  
**BUILDING & GROUNDS COMMITTEE**  
**MEETING MINUTES**  
**WEDNESDAY, OCTOBER 11, 2023, 6:30 p.m.**

Present: President Gray, Trustee Bieliauskas, Director Waarala, Assistant Director Lash. Absent: Secretary Byron, Tustee Healy. Also present: Kelly Soerens, Head of Youth Services.

A. Call Meeting to Order at 6:29 pm.

B. Approval of Agenda

Move Bieliauskas, Second Gray to approve the agenda as presented.

C. Public Discussion

No public present.

D. New Business

1. SDL Interior Renovations and Site Improvements Schematic Design Estimate Package presented by McCarthy & Smith and Quinn Evans

Aaron Phillips of McCarthy & Smith and Ann Dilcher of Quinn Evans presented the estimate package and explained the estimate summary and budgeted costs. With all potential options on the table, the current project estimate is \$4,399,646.35. They also outlined the Value Engineering Options that could reduce that figure by up to approximately \$427,000.

E. Public Discussion

No public present.

F. Adjournment

Move Gray, Second Bieliauskas to adjourn the meeting at 7:34 pm.

**CERTIFICATION OF MINUTES**

I hereby certify that the foregoing is a true and complete copy of the minutes of a regular meeting of the Board of Trustees of Saline District Library, Washtenaw County, State of Michigan, held at 555 N. Maple Road, Saline, MI 48176 on September 19, 2023 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were approved by the Board of Trustees, were kept, and will be made available as required by said Act.

\_\_\_\_\_  
Secretary, SDL Board of Trustees

\_\_\_\_\_  
Date of Approval

**Saline District Library**  
**Bank Reconciliation**  
**Key Bank - General**  
September 1, 2023 - September 30, 2023

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Summary</b>				
			Beginning Bank Balance	254,155.59
			+ Cleared Deposits & Other Additions	153,722.51
			- Cleared Checks & Other Payments	303,447.75
			Ending Bank Balance	<u>104,430.35</u>
<b>Open Deposits &amp; Additions</b>				
	08/31/23		BANK TO REIMBURSE FOR APRIL BAKER-TAYLOR CK 24509	8,578.62
			<b>Total</b>	<u>8,578.62</u>
<b>Open Checks &amp; Payments</b>				
	09/29/23		EFTPS	11,015.80
24692	09/12/23	790-750.3	ALVAH N BELDING ME...	10.00
24697	09/12/23	790-750.1	DAVID RODGERS	250.00
24703	09/12/23	790-727	USA PAPER	393.00
24710	09/12/23	790-750.3	OTC BRANDS	75.12
24714	09/12/23	790-750.1	VICKI BRETT-GASH	450.00
24726	09/19/23	790-804	ELEMENTONE	2,125.00
24727	09/19/23	790-955	EMAGINE SALINE	354.74
24730	09/19/23	790-955	EMAGINE SALINE	354.74
24735	09/19/23	790-750.1	JO ANN YATES McFRY	300.00
24739	09/27/23	790-750.4	HUNGRY HOWIES	164.95
			<b>Total</b>	<u>15,493.35</u>
			<b>Reconciled Bank Balance</b>	<u>97,515.62</u>
<b>Bank Transactions</b>				
		000-258	EFTPS	(11,040.12)
		000-258	EFTPS	(11,015.80)
		000-258	EFTPS	(10,620.15)
		790-723	ALERUS RETIRE XFERS	(5,986.22)
		790-920	DTE - ELECTRICITY	(4,746.36)
		000-008	ALERUS RETIRE XFERS	(3,525.28)
		000-258.1	5080 MI TAX PYMT	(3,390.43)
		790-921	DTE - GAS	(658.53)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRGS	(282.73)
		790-965	MERCH FEE & DISC	(94.83)
		000-665.1	INTEREST	75.30
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
			<b>Total</b>	<u>98,069.85</u>
			<b>Adjusted General Ledger Balance</b>	<u>97,515.62</u>

**Saline District Library**  
**Statement of Financial Position**  
**As of September 30, 2023**

**Assets**

<b>Current Assets</b>		
000-001	Key Bank - General	\$ 97,515.62
000-003	Old National CD 1	200,059.03
000-004	Bk of Ann Arbor CD	200,000.00
000-008	Employee Advances	7,368.52
000-013	Agency Account (Schrandt)	2,725,632.54
000-013.1	Agency Account-Unrealized Gain	(355,353.20)
000-017	Agency Sub Account (Investment Account)	5,830,870.63
000-017.1	Agency Sub Account-Unrealized Gain	(710,903.20)
<b>Total Current Assets</b>		7,995,189.94
<b>Property and Equipment</b>		
<b>Net Property and Equipment</b>		0.00
<b>Total Assets</b>		\$ 7,995,189.94

**Liabilities and Net Assets**

<b>Current Liabilities</b>		
000-202	Accounts Payable	\$ 19,476.00
000-257	Accrued Payroll	44,466.98
000-258.1	State Payroll Taxes	5,102.95
000-275	MTT Liability	7,797.00
<b>Total Current Liabilities</b>		76,842.93
<b>Long-Term Liabilities</b>		
<b>Total Long-Term Liabilities</b>		0.00
<b>Total Liabilities</b>		76,842.93
<b>Net Assets</b>		
000-343	Reserve-Compensated Absences	50,000.00
000-370	Prepays	45,015.00
000-375	Reserve-Quasi Endowment	3,075,000.00
000-385	Reserve-Unassigned	284,707.00
000-386	Reserve-Building Improvement	1,000,000.00
000-386.1	Reserve-Parking Lot	200,000.00
000-387	Reserve-Equipment Replacement	400,000.00
000-387.1	Reserve-Technology & Internet	500,000.00
000-388	Reserve-Art Fund	77,669.00
000-389	Reserve-Library Development	1,436,597.00
000-389.1	Reserve-Future Developmeent	650,000.00
000-390	General Fund Balance	(375,169.71)
000-399	Net Position	574,528.72
<b>Total Net Assets</b>		7,918,347.01
<b>Total Liabilities and Net Assets</b>		\$ 7,995,189.94

*See Accountants' Compilation Report*

**Saline District Library  
Income Statement  
Actual vs. Budget**

	<b>1 Month Ended</b>	<b>10 Months</b>	<b>12 Months Ended</b>	<b>Year to Date</b>	
	<b>September 30,</b>	<b>September 30,</b>	<b>November 30, 2023</b>	<b>Percentage</b>	
	<b>2023</b>	<b>2023</b>	<b>Budget</b>	<b>Budget</b>	
	<b>Actual</b>	<b>Actual</b>			
<b>Revenue</b>					
000-402.1	Saline-Real Tax	\$ 0.00	\$ 583,941.69	\$ 561,751.00	103.95
000-402.2	Bridgewater-Real Tax	0.00	23,749.66	23,041.00	103.08
000-402.3	Freedom-Real Tax	0.00	6,317.68	6,129.00	103.08
000-402.4	Lodi-Real Tax	0.00	456,122.16	443,191.00	102.92
000-402.5	Pittsfield-Real Tax	0.00	836,022.55	797,941.00	104.77
000-402.6	Saline Township-Real Tax	0.00	132,017.48	128,214.00	102.97
000-402.7	York Township-Real Tax	0.00	363,040.78	352,923.00	102.87
000-413	PPT Reimbursement	(22,360.28)	96,906.33	96,900.00	100.01
000-540	State Aid	0.00	28,689.08	28,400.00	101.02
000-628	Printers-Revenue	825.35	3,641.55	3,400.00	107.10
000-628.1	Copy Machine-Revenue	155.00	847.90	1,000.00	84.79
000-629	Non-Resident Fee	345.00	3,313.99	3,000.00	110.47
000-656	Penal Fines	22,360.28	22,360.28	25,000.00	89.44
000-658	Fines-Overdue Materials	1,335.50	10,817.51	10,000.00	108.18
000-658.1	Materials Replacement	614.36	5,016.28	5,000.00	100.33
000-658.2	Card Replacement Fees	2.00	9.00	0.00	0.00
000-665.1	General Account Interest	75.30	1,131.00	110.00	1028.18
000-665.2	CD Interest	0.00	1,011.84	0.00	0.00
000-665.3	Sub-Agency Account Interest	(552.04)	52,917.32	100,000.00	52.92
000-674	Donations-Unrestricted	20.00	3,699.50	4,000.00	92.49
000-674.1	Donations-Restricted	0.00	150.00	1,000.00	15.00
000-674.2	Donations-Friends	350.00	12,879.37	20,000.00	64.40
000-680	Other Income	0.00	546.96	0.00	0.00
	<b>Total Revenue</b>	<u>3,170.47</u>	<u>2,645,149.91</u>	<u>2,611,000.00</u>	<u>101.31</u>
	<b>Gross Profit</b>	<u>3,170.47</u>	<u>2,645,149.91</u>	<u>2,611,000.00</u>	<u>101.31</u>
<b>Operating Expenses</b>					
790-702	Salaries	144,222.65	1,049,759.13	1,300,000.00	80.75
790-716	Employee Insurance/Benefits	5,269.74	58,460.81	120,000.00	48.72
790-719	Health Reimbursement	2,264.89	16,954.53	21,000.00	80.74
790-722	Employer FICA	10,861.54	79,134.74	97,500.00	81.16
790-723	Retirement	(1,282.81)	22,617.89	40,000.00	56.54
790-727	Office Supplies	875.77	4,122.27	6,500.00	63.42
790-727.3	Supplies-Youth	93.16	954.48	1,600.00	59.66
790-727.4	Cartridges	0.00	2,636.44	4,500.00	58.59
790-730	Postage	144.06	573.93	500.00	114.79
790-732	Cleaning Supplies	616.71	5,083.25	5,000.00	101.67
790-734	Processing Supplies	1,121.25	6,595.73	12,000.00	54.96
790-740	Equipment	153.93	12,155.99	33,000.00	36.84
790-750.1	Adult Programming	2,324.23	13,672.83	18,000.00	75.96
790-750.2	Teen Programming	409.81	5,887.97	10,000.00	58.88
790-750.3	Youth Programming	1,725.36	10,161.47	13,000.00	78.17
790-750.4	Programming funded by Friends	164.95	5,833.56	5,500.00	106.06
790-752.1	Summer Reading-Adult	313.78	1,674.90	3,000.00	55.83
790-752.2	Summer Reading-Teen	597.67	1,952.30	2,000.00	97.62
790-752.3	Summer Reading-Youth	104.71	4,361.55	5,000.00	87.23
790-760	Youth Toys/Realia	26.98	1,790.25	2,000.00	89.51
790-762.1	Adult ETC	626.65	1,827.13	3,000.00	60.90
790-762.3	Youth ETC	986.14	1,364.84	2,000.00	68.24
790-770	Periodicals	1,605.47	7,319.09	12,000.00	60.99
790-772.1	eLibrary-Adults	6,941.57	105,281.74	115,000.00	91.55
790-772.3	eLibrary-Youth	0.00	12.75	0.00	0.00

**Saline District Library  
Income Statement  
Actual vs. Budget**

		<b>1 Month Ended</b>	<b>10 Months</b>	<b>12 Months Ended</b>	<b>Year to Date</b>
		<b>September 30,</b>	<b>Ended</b>	<b>November 30, 2023</b>	<b>Percentage</b>
		<b>2023</b>	<b>September 30,</b>	<b>2023</b>	<b>Budget</b>
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
790-772.4	eLibrary Funded by Friends	0.00	5,000.00	5,000.00	100.00
790-780	Software	120.00	12,512.80	26,000.00	48.13
790-785	Online Database	0.00	28,400.38	43,000.00	66.05
790-801	PS-Auditor	0.00	23,980.00	23,000.00	104.26
790-802	PS-Bookkeeping	645.00	6,450.00	8,000.00	80.63
790-803	PS-Attorney	0.00	1,950.50	3,000.00	65.02
790-804	PS-Consultants	2,125.00	45,670.00	45,000.00	101.49
790-805	PS--Computer Consultants	0.00	2,700.00	5,000.00	54.00
790-806	PS-Tax Collection	0.00	0.00	400.00	0.00
790-810	Cooperative Fees	0.00	0.00	4,000.00	0.00
790-820	Polaris	36,923.04	36,923.04	55,000.00	67.13
790-850	Internet	0.00	5,771.52	24,000.00	24.05
790-851	Telephone	458.41	4,507.87	5,800.00	77.72
790-860	Travel/Lodging	703.89	882.84	4,000.00	22.07
790-880	Marketing	0.00	8,560.65	15,500.00	55.23
790-885	Misc Funded by Friends	0.00	927.11	0.00	0.00
790-920	Electricity	4,746.36	38,639.56	48,000.00	80.50
790-921	Gas	658.53	14,098.17	18,000.00	78.32
790-922	Water	0.00	4,077.53	8,000.00	50.97
790-930	Building Maintenance	568.92	18,639.88	30,000.00	62.13
790-932	Grounds Maintenance	0.00	36,107.56	37,000.00	97.59
790-934	Equipment Maintenance	18.10	7,331.16	24,000.00	30.55
790-955	Grants	1,244.82	5,613.38	0.00	0.00
790-956	Miscellaneous	0.00	927.23	3,000.00	30.91
790-956.1	Misc/Petty Cash	0.00	0.00	200.00	0.00
790-957	Continued Education	1,065.00	2,149.79	8,000.00	26.87
790-958	Dues	170.00	2,973.00	5,000.00	59.46
790-964	Tax Adjustment	1,954.36	4,365.76	4,500.00	97.02
790-964.4	MelCat Reimbursements	0.00	38.54	500.00	7.71
790-965	Bank Charges	377.56	3,700.47	4,000.00	92.51
790-969	Insurance	0.00	16,736.00	23,000.00	72.77
790-971	Capital Improvement	0.00	13,315.50	50,000.00	26.63
790-975	Furniture	2,390.75	4,345.08	30,000.00	14.48
790-981	Books Funded by Friends	0.00	434.67	2,000.00	21.73
790-982.1	Adult Fiction	3,866.83	27,371.44	35,000.00	78.20
790-982.15	Large Print	750.25	5,938.58	9,000.00	65.98
790-982.2	Teen Fiction	686.43	7,805.76	10,000.00	78.06
790-982.3	Youth Fiction	3,255.16	19,191.40	23,000.00	83.44
790-983.1	Adult Nonfiction	2,907.87	25,404.02	35,000.00	72.58
790-983.15	Reference	0.00	3,596.78	4,000.00	89.92
790-983.2	Teen Nonfiction	664.52	2,428.48	4,000.00	60.71
790-983.3	Youth Nonfiction	1,369.02	10,229.59	15,000.00	68.20
790-984.1	Audiobooks-Adult	588.86	5,619.59	14,000.00	40.14
790-984.2	Audiobooks-Teen	346.92	2,017.48	6,000.00	33.62
790-984.3	Audiobooks-Youth	160.96	4,685.98	6,200.00	75.58
790-985.1	DVD/Blu Rays-Adult	685.22	6,685.92	17,000.00	39.33
790-985.2	DVD/Blu Rays-Teen	78.72	356.87	500.00	71.37
790-985.3	DVD/Blu Rays-Youth	212.87	1,499.88	2,600.00	57.69
790-986.1	Music CDs-Adult	56.95	919.47	2,500.00	36.78
790-986.3	Music CDs-Youth	0.00	104.16	200.00	52.08
790-998	Special Projects	20,600.00	96,328.00	33,000.00	291.90
<b>Total Operating Expenses</b>		<u>270,568.53</u>	<u>1,998,102.96</u>	<u>2,611,000.00</u>	<u>76.53</u>
<b>Operating Income (Loss)</b>		<u>(267,398.06)</u>	<u>647,046.95</u>	<u>0.00</u>	<u>0.00</u>

**Saline District Library  
Income Statement  
Actual vs. Budget**

	<b>1 Month Ended</b>	<b>10 Months Ended</b>	<b>12 Months Ended</b>	<b>Year to Date</b>
	<b>September 30, 2023 Actual</b>	<b>September 30, 2023 Actual</b>	<b>November 30, 2023 Budget</b>	<b>Percentage Budget</b>
<b>Other Income (Expenses)</b>				
000-665.4	Agency Account Interest	2,244.36	39,404.91	0.00
000-670	Sub-Agency Change in Market Value	(63,072.80)	(54,237.44)	0.00
000-670.4	Agency Change in Market Value	(37,672.35)	(49,032.08)	0.00
000-965.4	Agency Admin Charges	(867.51)	(8,653.62)	0.00
	<b>Total Other Income (Expenses)</b>	<u>(99,368.30)</u>	<u>(72,518.23)</u>	<u>0.00</u>
	<b>Net Income (Loss) Before Taxes</b>	<u>(366,766.36)</u>	<u>574,528.72</u>	<u>0.00</u>
	<b>Net Income (Loss)</b>	<u>\$ (366,766.36)</u>	<u>\$ 574,528.72</u>	<u>\$ 0.00</u>

**Saline District Library Fund 101**  
**Monthly Revenue**  
**September 2023**

10/03/23

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>628 · Printers-Revenue</b>								
Deposit	09/01/2023			Deposit		001 · Key Bank...	7.70	7.70
Deposit	09/05/2023			Deposit		001 · Key Bank...	17.70	25.40
Deposit	09/06/2023			Deposit		001 · Key Bank...	24.40	49.80
Deposit	09/06/2023			Deposit		001 · Key Bank...	577.30	627.10
Deposit	09/06/2023			Deposit		001 · Key Bank...	11.10	638.20
Deposit	09/07/2023			Deposit		001 · Key Bank...	17.80	656.00
Deposit	09/08/2023			Deposit		001 · Key Bank...	5.20	661.20
Deposit	09/11/2023			Deposit		001 · Key Bank...	42.00	703.20
Deposit	09/11/2023			Deposit		001 · Key Bank...	3.00	706.20
Deposit	09/14/2023			Deposit		001 · Key Bank...	6.40	712.60
Deposit	09/15/2023			Deposit		001 · Key Bank...	12.55	725.15
Deposit	09/15/2023			Deposit		001 · Key Bank...	52.00	777.15
Deposit	09/22/2023			Deposit		001 · Key Bank...	3.20	780.35
Deposit	09/25/2023			Deposit		001 · Key Bank...	27.70	808.05
Deposit	09/27/2023			Deposit		001 · Key Bank...	10.50	818.55
Deposit	09/28/2023			Deposit		001 · Key Bank...	2.90	821.45
Deposit	09/29/2023			Deposit		001 · Key Bank...	1.30	822.75
Deposit	09/29/2023			Deposit		001 · Key Bank...	2.60	825.35
Total 628 · Printers-Revenue							825.35	825.35
<b>628.1 · Copy Machine-Revenue</b>								
Deposit	09/06/2023			Deposit		001 · Key Bank...	155.00	155.00
Total 628.1 · Copy Machine-Revenue							155.00	155.00
<b>629 · Non-Resident Fees</b>								
Deposit	09/01/2023			Deposit		001 · Key Bank...	175.00	175.00
Deposit	09/07/2023			Deposit		001 · Key Bank...	15.00	190.00
Deposit	09/08/2023			Deposit		001 · Key Bank...	25.00	215.00
Deposit	09/12/2023			Deposit		001 · Key Bank...	25.00	240.00
Deposit	09/13/2023			Deposit		001 · Key Bank...	15.00	255.00
Deposit	09/18/2023			Deposit		001 · Key Bank...	25.00	280.00
Deposit	09/18/2023			Deposit		001 · Key Bank...	25.00	305.00
Deposit	09/18/2023			Deposit		001 · Key Bank...	15.00	320.00
Deposit	09/22/2023			Deposit		001 · Key Bank...	25.00	345.00
Total 629 · Non-Resident Fees							345.00	345.00
<b>658 · Fines-Overdue Materials</b>								
Deposit	09/01/2023			Deposit		001 · Key Bank...	31.00	31.00
Deposit	09/06/2023			Deposit		001 · Key Bank...	170.16	201.16
Deposit	09/06/2023			Deposit		001 · Key Bank...	19.65	220.81
Deposit	09/07/2023			Deposit		001 · Key Bank...	24.50	245.31
Deposit	09/08/2023			Deposit		001 · Key Bank...	2.25	247.56
Deposit	09/11/2023			Deposit		001 · Key Bank...	43.65	291.21
Deposit	09/11/2023			Deposit		001 · Key Bank...	31.05	322.26
Deposit	09/11/2023			Deposit		001 · Key Bank...	10.00	332.26
Deposit	09/12/2023			Deposit		001 · Key Bank...	70.50	402.76

**Saline District Library Fund 101**  
**Monthly Revenue**  
**September 2023**

10/03/23

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	09/13/2023			Deposit		001 · Key Bank...	60.95	463.71
Deposit	09/14/2023			Deposit		001 · Key Bank...	17.95	481.66
Deposit	09/15/2023			Deposit		001 · Key Bank...	296.20	777.86
Deposit	09/15/2023			Deposit		001 · Key Bank...	79.95	857.81
Deposit	09/18/2023			Deposit		001 · Key Bank...	43.30	901.11
Deposit	09/18/2023			Deposit		001 · Key Bank...	15.75	916.86
Deposit	09/18/2023			Deposit		001 · Key Bank...	29.30	946.16
Deposit	09/20/2023			Deposit		001 · Key Bank...	24.75	970.91
Deposit	09/21/2023			Deposit		001 · Key Bank...	5.40	976.31
Deposit	09/22/2023			Deposit		001 · Key Bank...	80.65	1,056.96
Deposit	09/25/2023			Deposit		001 · Key Bank...	25.40	1,082.36
Deposit	09/25/2023			Deposit		001 · Key Bank...	11.30	1,093.66
Deposit	09/26/2023			Deposit		001 · Key Bank...	102.94	1,196.60
Deposit	09/27/2023			Deposit		001 · Key Bank...	18.80	1,215.40
Deposit	09/28/2023			Deposit		001 · Key Bank...	19.80	1,235.20
Deposit	09/29/2023			Deposit		001 · Key Bank...	86.05	1,321.25
Deposit	09/29/2023			Deposit		001 · Key Bank...	14.25	1,335.50
Total 658 · Fines-Overdue Materials							1,335.50	1,335.50
<b>658.1 · Materials Replacement Fees</b>								
Deposit	09/01/2023			Deposit		001 · Key Bank...	82.49	82.49
Deposit	09/06/2023			Deposit		001 · Key Bank...	35.99	118.48
Deposit	09/06/2023			Deposit		001 · Key Bank...	17.00	135.48
Deposit	09/07/2023			Deposit		001 · Key Bank...	53.43	188.91
Deposit	09/08/2023			Deposit		001 · Key Bank...	30.00	218.91
Deposit	09/11/2023			Deposit		001 · Key Bank...	14.99	233.90
Deposit	09/12/2023			Deposit		001 · Key Bank...	5.00	238.90
Deposit	09/14/2023			Deposit		001 · Key Bank...	16.00	254.90
Deposit	09/15/2023			Deposit		001 · Key Bank...	28.98	283.88
Deposit	09/15/2023			Deposit		001 · Key Bank...	44.94	328.82
Deposit	09/18/2023			Deposit		001 · Key Bank...	25.00	353.82
Deposit	09/19/2023			Deposit		001 · Key Bank...	17.00	370.82
Deposit	09/21/2023			Deposit		001 · Key Bank...	30.00	400.82
Deposit	09/22/2023			Deposit		001 · Key Bank...	27.98	428.80
Deposit	09/25/2023			Deposit		001 · Key Bank...	119.64	548.44
Deposit	09/25/2023			Deposit		001 · Key Bank...	8.95	557.39
Deposit	09/26/2023			Deposit		001 · Key Bank...	32.99	590.38
Deposit	09/28/2023			Deposit		001 · Key Bank...	13.99	604.37
Deposit	09/29/2023			Deposit		001 · Key Bank...	9.99	614.36
Total 658.1 · Materials Replacement Fees							614.36	614.36
<b>658.2 · Card Replacement Fees</b>								
Deposit	09/22/2023			Deposit		001 · Key Bank...	2.00	2.00
Total 658.2 · Card Replacement Fees							2.00	2.00
<b>665.1 · General Account Interest</b>								



## Saline District Library Fund 101 Monthly Revenue September 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	09/29/2023			Deposit		001 · Key Bank...	75.30	75.30
Total 665.1 · General Account Interest							75.30	75.30
<b>674 · Donations-Unrestricted</b>								
Deposit	09/29/2023			Deposit		001 · Key Bank...	20.00	20.00
Total 674 · Donations-Unrestricted							20.00	20.00
<b>674.2 · Donations-Friends</b>								
Deposit	09/22/2023			Deposit		001 · Key Bank...	350.00	350.00
Total 674.2 · Donations-Friends							350.00	350.00
<b>699 · Transfer from Other Funds</b>								
Deposit	09/05/2023			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
<b>TOTAL</b>							<b>153,722.51</b>	<b>153,722.51</b>

**Saline District Library Fund 101**  
**Bill List**  
**September 2023**

Type	Date	Num	Name	Memo	Amount
<b>702 · Salaries</b>					
Check	09/01/2023			pay period en...	35,051.75
Check	09/01/2023			MERS Pay P...	1,876.41
Check	09/01/2023			MERS Staff L...	183.74
Check	09/01/2023			MERS Staff L...	88.19
Check	09/01/2023			MERS 457 Pa...	1,763.64
Check	09/15/2023			pay period en...	33,300.72
Check	09/15/2023			MERS Pay P...	1,850.82
Check	09/15/2023			MERS Staff L...	183.74
Check	09/15/2023			MERS Staff L...	88.19
Check	09/15/2023			MERS 457 Pa...	1,761.64
Check	09/29/2023			pay period en...	34,980.88
Check	09/29/2023			MERS Pay P...	1,896.81
Check	09/29/2023			MERS 457 Pa...	1,765.14
Check	09/29/2023			MERS Staff L...	183.74
Check	09/29/2023			MERS Staff L...	88.19
Total 702 · Salaries					115,063.60
<b>716 · Employee Insurances/Benefits</b>					
Bill	09/19/2023	10/1-1...	BLUE CROSS BLU...	10/1/2023-10/...	6,372.53
Bill	09/19/2023	CID97...	SBIS		1,138.78
Total 716 · Employee Insurances/Benefits					7,511.31
<b>719 · Health Reimbursement</b>					
Bill	09/12/2023	ADM0...	EHIM		140.50
Bill	09/12/2023	FND0...	EHIM		2,124.39
Total 719 · Health Reimbursement					2,264.89
<b>723 · Retirement</b>					
Check	09/01/2023			MERS Pay P...	0.00
Check	09/15/2023			MERS Pay P...	1,715.13
Check	09/29/2023			MERS Pay P...	1,890.08
Total 723 · Retirement					3,605.21
<b>727 · Office Supplies</b>					
Bill	09/08/2023	7/10-8...	AMAZON CAPITAL ...		407.86
Bill	09/12/2023	124645	USA PAPER, LLC	Thermal recei...	393.00
Bill	09/12/2023	16507...	STAPLES BUSINES...		48.28
Bill	09/13/2023	8/9-8/...	KEYBANK - NATIO...		26.63
Total 727 · Office Supplies					875.77
<b>727.3 · Supplies-Youth</b>					
Bill	09/08/2023	7/10-8...	AMAZON CAPITAL ...		93.16
Total 727.3 · Supplies-Youth					93.16

**Saline District Library Fund 101**  
**Bill List**  
**September 2023**

Type	Date	Num	Name	Memo	Amount
<b>730 · Postage</b>					
Bill	09/13/2023	8/9-8/...	KEYBANK - NATIO...		144.06
Total 730 · Postage					144.06
<b>732 · Cleaning Supplies</b>					
Bill	09/12/2023	16507...	STAPLES BUSINES...		616.71
Total 732 · Cleaning Supplies					616.71
<b>734 · Processing Supplies</b>					
Bill	09/12/2023	630084	BRODART CO.		29.19
Bill	09/12/2023	7357040	DEMCO INC		518.20
Bill	09/13/2023	8/9-8/...	KEYBANK - NATIO...		32.98
Bill	09/19/2023	121552	PRINT-O-TAPE	Logo Label	540.88
Total 734 · Processing Supplies					1,121.25
<b>740 · Equipment</b>					
Bill	09/08/2023	7/10-8...	AMAZON CAPITAL ...		153.93
Total 740 · Equipment					153.93
<b>750.1 · Adult Programming</b>					
Bill	09/08/2023	7/10-8...	AMAZON CAPITAL ...		593.33
Bill	09/12/2023	6378	DAVID RODGERS	Best of Jewis...	250.00
Bill	09/12/2023	6146	VICKI BRETT-GACH	Chef Vicki Ve...	450.00
Bill	09/13/2023	8/9-8/...	KEYBANK - NATIO...		634.10
Bill	09/19/2023	9/7-21...	MCFRY, JO ANN Y...	Gentle Flow Y...	300.00
Bill	09/19/2023	G3139...	GLOWFORG, INC.		96.80
Total 750.1 · Adult Programming					2,324.23
<b>750.2 · Teen Programming</b>					
Bill	09/08/2023	7/10-8...	AMAZON CAPITAL ...		35.96
Bill	09/13/2023	8/9-8/...	KEYBANK - NATIO...		23.85
Bill	09/19/2023	6526	PHEONIX FREERU...	9/21/2023	350.00
Total 750.2 · Teen Programming					409.81
<b>750.3 · Youth Programming</b>					
Bill	09/08/2023	7/10-8...	AMAZON CAPITAL ...		288.11
Bill	09/12/2023	6451	ALVAH N BELDING...	BOOK CLUB ...	10.00
Bill	09/12/2023	6511	ANN ARBOR SYMP...	Kinderconcert...	320.00
Bill	09/12/2023	6300	SLOAN MUSEUM O...	Science Club:...	236.25
Bill	09/12/2023	6452	MICHIGAN SCIENC...	States of Matt...	357.20
Bill	09/12/2023	72610...	OTC BRANDS, INC.		75.12
Bill	09/12/2023	6519	SOERENS, KELLY	Woodland Ani...	23.40
Bill	09/13/2023	8/9-8/...	KEYBANK - NATIO...		203.44
Bill	09/19/2023	3640	GRAPES PIANO SE...	Piano Tuning	130.00

**Saline District Library Fund 101**  
**Bill List**  
**September 2023**

Type	Date	Num	Name	Memo	Amount
Bill	09/19/2023	51044...	SCHOLASTIC INC.	program supp...	81.84
Total 750.3 · Youth Programming					1,725.36
<b>750.4 · Programming Funded by Friends</b>					
Bill	09/27/2023	6576	HUNGRY HOWIES	Early Release...	164.95
Bill	09/27/2023	6576	HUNGRY HOWIES		0.00
Total 750.4 · Programming Funded by Friends					164.95
<b>752.1 · Summer Reading-Adult</b>					
Bill	09/08/2023	7/10-8...	AMAZON CAPITAL ...		163.78
Bill	09/13/2023	8/9-8/...	KEYBANK - NATIO...		150.00
Total 752.1 · Summer Reading-Adult					313.78
<b>752.2 · Summer Reading-Teen</b>					
Bill	09/08/2023	7/10-8...	AMAZON CAPITAL ...		597.67
Total 752.2 · Summer Reading-Teen					597.67
<b>752.3 · Summer Reading-Youth</b>					
Bill	09/08/2023	7/10-8...	AMAZON CAPITAL ...		104.71
Total 752.3 · Summer Reading-Youth					104.71
<b>760 · Youth Toys/Realia</b>					
Bill	09/13/2023	8/9-8/...	KEYBANK - NATIO...		26.98
Total 760 · Youth Toys/Realia					26.98
<b>762.1 · Adult ETC</b>					
Bill	09/08/2023	7/10-8...	AMAZON CAPITAL ...		626.65
Total 762.1 · Adult ETC					626.65
<b>762.3 · Youth ETC</b>					
Bill	09/08/2023	7/10-8...	AMAZON CAPITAL ...		820.14
Bill	09/13/2023	8/9-8/...	KEYBANK - NATIO...		166.00
Total 762.3 · Youth ETC					986.14
<b>770 · Periodicals</b>					
Bill	09/12/2023	36100...	THE ANN ARBOR N...	12 weeks pai...	63.88
Bill	09/12/2023	159768	WASHTENAW NE...	10/1-12/31/20...	1,375.19
Bill	09/12/2023	9/4/23...	THE NEW YORK TI...	9/1/23-9/1/2024	166.40
Total 770 · Periodicals					1,605.47
<b>772.1 · Ebooks-Adult</b>					
Bill	09/12/2023	50429...	MIDWEST TAPE	Hoopla	6,493.62

**Saline District Library Fund 101**  
**Bill List**  
**September 2023**

Type	Date	Num	Name	Memo	Amount
Bill	09/12/2023	36253...	KANOPY, INC.		447.95
Total 772.1 · Ebooks-Adult					6,941.57
<b>780 · Software</b>					
Bill	09/13/2023	8/9-8/...	KEYBANK - NATIO...		120.00
Total 780 · Software					120.00
<b>802 · Professional Services-Bookkeep</b>					
Bill	09/08/2023		STROM ACCOUNTI...	Monthly Fee	645.00
Total 802 · Professional Services-Bookkeep					645.00
<b>804 · Professioanl services-Consult</b>					
Bill	09/19/2023	231703	ELEMENTONE	Pay Structur ...	2,125.00
Total 804 · Professioanl services-Consult					2,125.00
<b>820 · Polaris</b>					
Bill	09/19/2023	INV-IN...	INNOVATIVE INTE...	November 1 2...	33,703.64
Bill	09/19/2023	INV-IN...	INNOVATIVE INTE...	Subscription o...	3,219.40
Total 820 · Polaris					36,923.04
<b>851 · Telephone</b>					
Bill	09/19/2023	21910	TELNET WORLDWI...		458.41
Total 851 · Telephone					458.41
<b>860 · Travel/Lodging</b>					
Bill	09/13/2023	8/9-8/...	KEYBANK - NATIO...		703.89
Total 860 · Travel/Lodging					703.89
<b>920 · Electricity</b>					
Bill	09/12/2023		DTE ENERGY - EL...		4,746.36
Bill	09/12/2023		DTE ENERGY - EL...		0.00
Total 920 · Electricity					4,746.36
<b>921 · Gas</b>					
Bill	09/12/2023		DTE ENERGY - GAS		658.53
Bill	09/12/2023		DTE ENERGY - GAS		0.00
Total 921 · Gas					658.53
<b>930 · Building Maintenance</b>					
Bill	09/08/2023	7/10-8...	AMAZON CAPITAL ...		34.68
Bill	09/12/2023	67640	MCW PARTNERS, ...		255.00
Bill	09/12/2023	86748...	WASTE MANAGEM...		233.30
Bill	09/12/2023	INV#1...	CHELSEA LUMBE...		10.79

**Saline District Library Fund 101**  
**Bill List**  
**September 2023**

Type	Date	Num	Name	Memo	Amount
Bill	09/12/2023	INV#1...	CHELSEA LUMBE...		10.27
Bill	09/12/2023	INV#1...	CHELSEA LUMBE...		15.88
Bill	09/12/2023	97507...	GRAINGER		9.00
Total 930 · Building Maintenance					568.92
<b>934 · Equipment Maintenance</b>					
Bill	09/12/2023	50680...	RICOH USA, INC		18.10
Total 934 · Equipment Maintenance					18.10
<b>955 · Grants</b>					
Bill	09/12/2023	6522	WASHTENAW DAIRY	Social Club S...	212.50
Bill	09/13/2023	8/9-8/...	KEYBANK - NATIO...		47.84
Bill	09/19/2023	6548	EMAGINE SALINE	Manhattan Sh...	354.74
Bill	09/19/2023	6547	EMAGINE SALINE	Manhattan Sh...	354.74
Bill	09/19/2023	6523	BELIGHTFUL YOGA	Yoga Progra...	275.00
Total 955 · Grants					1,244.82
<b>957 · Continuing Education</b>					
Bill	09/12/2023	16308	MICHIGAN LIBRAR...	Evan Smale	255.00
Bill	09/12/2023	16428	MICHIGAN LIBRAR...	Karrie Waarala	295.00
Bill	09/12/2023	16429	MICHIGAN LIBRAR...	Jess Lash	295.00
Bill	09/19/2023	16425	MICHIGAN LIBRAR...	Katie Mitchell	220.00
Total 957 · Continuing Education					1,065.00
<b>958 · Dues</b>					
Bill	09/12/2023	16308	MICHIGAN LIBRAR...	Evan Smale	85.00
Bill	09/12/2023	16429	MICHIGAN LIBRAR...	Jess Lash	85.00
Total 958 · Dues					170.00
<b>964 · Tax Adjustment</b>					
Bill	09/12/2023	23101...	WASHTENAW COU...		100.00
Bill	09/19/2023	20231...	WASHTENAW COU...	Invoice # 202...	178.65
Bill	09/19/2023	20231...	WASHTENAW COU...	Invoice # 202...	1,675.71
Total 964 · Tax Adjustment					1,954.36
<b>965 · Bank Charges</b>					
Check	09/05/2023			KB Merch Fee	59.41
Check	09/05/2023			KB Merch fee	35.42
Check	09/11/2023			Aug. Analysis ...	282.73
Total 965 · Bank Charges					377.56
<b>975 · Furniture</b>					
Bill	09/19/2023	6544	MARXMODA, INC.	50% Deposit	2,390.75

**Saline District Library Fund 101**  
**Bill List**  
**September 2023**

Type	Date	Num	Name	Memo	Amount
Total 975 · Furniture					2,390.75
<b>982.1 · Adult Fiction</b>					
Bill	09/08/2023	7/10-8...	AMAZON CAPITAL ...		12.00
Bill	09/19/2023	8/1-8/...	BAKER & TAYLOR		3,854.83
Total 982.1 · Adult Fiction					3,866.83
<b>982.15 · Large Print</b>					
Bill	09/19/2023	8/1-8/...	BAKER & TAYLOR		750.25
Total 982.15 · Large Print					750.25
<b>982.2 · Teen Fiction</b>					
Bill	09/08/2023	7/10-8...	AMAZON CAPITAL ...		36.39
Bill	09/13/2023	8/9-8/...	KEYBANK - NATIO...		17.99
Bill	09/19/2023	8/1-8/...	BAKER & TAYLOR		632.05
Total 982.2 · Teen Fiction					686.43
<b>982.3 · Youth Fiction</b>					
Bill	09/19/2023	8/1-8/...	BAKER & TAYLOR		3,255.16
Total 982.3 · Youth Fiction					3,255.16
<b>983.1 · Adult Nonfiction</b>					
Bill	09/08/2023	7/10-8...	AMAZON CAPITAL ...		44.58
Bill	09/19/2023	8/1-8/...	BAKER & TAYLOR		2,863.29
Total 983.1 · Adult Nonfiction					2,907.87
<b>983.2 · Teen Nonfiction</b>					
Bill	09/19/2023	8/1-8/...	BAKER & TAYLOR		664.52
Total 983.2 · Teen Nonfiction					664.52
<b>983.3 · Youth Nonfiction</b>					
Bill	09/19/2023	8/1-8/...	BAKER & TAYLOR		1,369.02
Total 983.3 · Youth Nonfiction					1,369.02
<b>984.1 · Audiobooks-Adult</b>					
Bill	09/12/2023	8/1-8/...	MIDWEST TAPE		588.86
Total 984.1 · Audiobooks-Adult					588.86
<b>984.2 · Audiobooks-Teen</b>					
Bill	09/12/2023	8/1-8/...	MIDWEST TAPE		346.92
Total 984.2 · Audiobooks-Teen					346.92
<b>984.3 · Audiobooks-Youth</b>					

**Saline District Library Fund 101  
Bill List  
September 2023**

Type	Date	Num	Name	Memo	Amount
Bill	09/12/2023	8/1-8/...	MIDWEST TAPE		160.96
Total 984.3 · Audiobooks-Youth					160.96
<b>985.1 · DVDBlu Rays-Adult</b>					
Bill	09/12/2023	8/1-8/...	MIDWEST TAPE		685.22
Total 985.1 · DVDBlu Rays-Adult					685.22
<b>985.2 · DVD Blu Rays-Teen</b>					
Bill	09/12/2023	8/1-8/...	MIDWEST TAPE		78.72
Total 985.2 · DVD Blu Rays-Teen					78.72
<b>985.3 · DVD/Blu Rays-Youth</b>					
Bill	09/12/2023	8/1-8/...	MIDWEST TAPE		212.87
Total 985.3 · DVD/Blu Rays-Youth					212.87
<b>986.1 · Music CDs-Adult</b>					
Bill	09/12/2023	8/1-8/...	MIDWEST TAPE		56.95
Total 986.1 · Music CDs-Adult					56.95
<b>998 · Special Projects</b>					
Bill	09/12/2023	40576	QUINN EVANS		20,600.00
Total 998 · Special Projects					20,600.00
<b>TOTAL</b>					<b>237,677.53</b>





September 26, 2023

Ms. Karrie Waarala  
Library Director  
Saline District Library  
555 North Maple Road  
Saline, Michigan 48176

RE: Exterior Improvements and Interior Remodeling Project

SUB: Schematic Design Estimate & Value Engineering Evaluation Package

Ms. Waarala,

On Thursday, September 14, 2023, representatives from Saline District Library, McCarthy & Smith, Inc., and Quinn Evans met to review the Schematic Design Estimate, completed by McCarthy & Smith, Inc. (dated 9/14/23, attached). As part of this meeting, the Project Team analyzed the estimate and design in a systematic, organized approach to develop a list of potential value engineering (VE) items to incorporate into the project. *The goal of value engineering is to maintain important program functions while reducing overall cost.*

The Project Team has identified a series of VE elements that are proposed to be integrated into the project. To derive this final list, we examined *all* project components, both large and small, in depth, to create these scenario elements. We have identified a “low” and “high” range rough order of magnitude (ROM) costs associated with each element so that the Library Board can make informed decisions based on necessary scope and available budget.

Representatives from McCarthy & Smith, Inc. along with Quinn Evans will attend the October 11, 2023, Library Building & Grounds Committee Meeting as well as the October 17, 2023 Library Board meeting to present this package and answer questions.

Sincerely,

*Aaron A. Phillips*

Aaron A. Phillips  
Project Director  
McCarthy & Smith, Inc.

CC: File  
Ann Dilcher, Quinn Evans



Saline District Library  
Interior Renovations and Site Improvements

Schematic Design  
Estimate Package

Prepared by McCarthy & Smith, Inc.

September 14, 2023

**Saline District Library**  
**Interior Renovations and Site Improvements**  
**Schematic Design Estimate**  
**September 14, 2023**

<b>Estimate Summary &amp; Budgeted Costs</b>					
<b>A. Construction Costs</b>					<b>\$ 3,266,251.22</b>
<b>Construction</b>					
Sitework	0.78	ACRES	\$ 593,988.93	\$ 461,271.17	
Patio Area (Alternate)	1,064	SF	\$ 21.16	\$ 22,511.25	
Pavilion	1,064	SF	\$ 208.03	\$ 221,339.80	
Interior Renovations	32,112	SF	\$ 60.15	\$ 1,931,405.21	
Friends Room 94	955	SF	\$ 11.15	\$ 10,649.75	
<b>Construction Cost Subtotal</b>				<b>\$ 2,647,177.17</b>	
<b>Preconstruction Contingencies</b>					
Design Study	5%		\$ 2,647,177.17	\$ 132,358.86	
Market Escalation Contingency	3%		\$ 2,647,177.17	\$ 79,415.32	
<b>Construction Cost with Contingency Subtotal</b>				<b>\$ 211,774.17</b>	
<b>Construction Indirect Costs</b>					
CM Preconstruction Fees	1	LS	\$ 19,000.00	\$ 19,000.00	
General Conditions (Budget)	1	LS	\$ 106,000.00	\$ 106,000.00	
CM Fee (Budget)	2.8%	Rate	\$ 2,858,951.35	\$ 80,050.64	
CM Personnel/Reimbursables (Budget)	1	LS	\$ 153,000.00	\$ 153,000.00	
PLM Bond and Insurance (Budget)	1.4%	Rate	\$ 3,198,001.99	\$ 44,772.03	
General Liability Insurance (Budget)	0.14%	Rate	\$ 3,198,001.99	\$ 4,477.20	
<b>Indirect Costs Subtotal</b>				<b>\$ 407,299.87</b>	
<b>B. Contingency (Construction)</b>					<b>\$ 285,895.13</b>
Owners Contingency	10%		\$ 2,858,951.35	\$ 285,895.13	
<b>C. Architect / Engineering Fees</b>					<b>\$ 357,500.00</b>
Quinn Evans Fees	1	LS	\$ 357,500.00	\$ 357,500.00	
<b>D. Furnishing Costs</b>					<b>\$ 400,000.00</b>
Design, Furnishings and Equipment FF&E	1	BUDGET	\$ 400,000.00	\$ 400,000.00	
<b>E. Technology (Per Owner)</b>					<b>\$ 10,000.00</b>
Design Consultant & Equipment	1	BUDGET	\$ 10,000.00	\$ 10,000.00	
<b>F. Moving Cost</b>					<b>\$ 50,000.00</b>
By Owner	1	BUDGET	\$ 50,000.00	\$ 50,000.00	
<b>G. Owner Other Costs</b>					<b>\$ 30,000.00</b>
Building Department Plan Review "Consultant + 10%" Per Website	1	ALLOW	\$ 10,000.00	\$ 10,000.00	
Building Department Permit Cost <a href="https://cms8.revize.com/revize/salinemi/Departments/City%20Clerk/FY22-23%20Fee%20Book%20May%201,%202023%20Update%20-%20FINAL.pdf">https://cms8.revize.com/revize/salinemi/Departments/City%20Clerk/FY22-23%20Fee%20Book%20May%201,%202023%20Update%20-%20FINAL.pdf</a>	1	ALLOW	\$ 20,000.00	\$ 20,000.00	
Site Plan Review Fees? County Reg? EGLE?	1	ALLOW	\$ -	\$ -	
<b>Total Estimated Budget</b>					<b>\$ 4,399,646.35</b>
<b>Project Budget</b>					<b>\$ 3,382,500.00</b>
<b>Variance</b>					<b>\$ (1,017,146.35)</b>

OWNER:	Saline District Library
PROJ:	Interior Renovations and Site Improvements
LOC.:	Saline, Michigan
TITLE:	Schematic Design Estimate

Site Improvements		0.78 ACRES		\$593,988.93		\$ 461,271.17	
LINE NO.	DESCRIPTION	UNIT QUANTITY	UNITS	UNIT/S.F. COST	COST/ BUILDING	SUB TOTAL	
1							
2	<b>Temporary Measures</b>						<b>\$ 2,290.00</b>
3	Soil Erosion Control & Silt Fencing	1	ALLOW	\$ 1,000.00	\$ 1,000.00		
4	Tree Protection Fencing	1,290	LF	\$ 1.00	\$ 1,290.00		
5							
6	<b>Demolition</b>						<b>\$ 35,639.75</b>
7	Clear and Grub	17,370	SF	\$ 0.50	\$ 8,685.00		
8	Selective Pruning of Trees & Selective Herbicide	1	ALLOW	\$ 4,000.00	\$ 4,000.00		
9	Remove Exist Concrete Walks	1,007	SF	\$ 3.00	\$ 3,021.00		
10	Saw-Cut	24	LF	\$ 15.00	\$ 360.00		
11	Remove Shrubs	41	SF	\$ 1.00	\$ 41.00		
12	Remove Herbaceous Plants	905	SF	\$ 1.00	\$ 905.00		
13	Remove Sod / Groundcover	22,911	SF	\$ 0.25	\$ 5,727.75		
14	Vactor Exist CB / Jet Lines	1	ALLOW	\$ 5,000.00	\$ 5,000.00		
15	Remove / Relocate Exist Bench	5	EA	\$ 100.00	\$ 500.00		
16	Remove Exist Trees	7	EA	\$ 500.00	\$ 3,500.00		
17	Demo Pavers (Demo of Pavers at Pergola on Alt Estimate)	125	SF	\$ 8.00	\$ 1,000.00		
18	Remove / Salvage Sculpture	1	EA	\$ 1,000.00	\$ 1,000.00		
19	Remove Cobblestone Edging	50	LF	\$ 8.00	\$ 400.00		
20	Demo Exist Entry Sign and Concrete Footings	1	EA	\$ 1,500.00	\$ 1,500.00		
21							
22	<b>New Work</b>						<b>\$ 211,841.95</b>
23	Walks						
24	1.1 5" Concrete SOG	1,535	SF	\$ 12.00	\$ 18,420.00		
25	1.2 5" Concrete Slab on Helical Piles	1,640	SF	\$ 25.00	\$ 41,000.00		
26	1.3 5" Concrete w/ Integral Color (Patio Concrete in Alt)	3,758	SF	\$ 14.00	\$ 52,612.00		
27	Misc.						
28	Site Boulders	19	EA	\$ 500.00	\$ 9,500.00		
29	Tree Grate	1	LS	\$ 12,000.00	\$ 12,000.00		
30	Type-1 Benches (Note: 3-Benches in Patio Alt)	60	LF	\$ 400.00	\$ 24,000.00		
31	Type-2 Benches	33	LF	\$ 400.00	\$ 13,200.00		
32	Story Sign Pedestal	11	EA	\$ 300.00	\$ 3,300.00		
33	Drinking Fountains (Haws 3612F or Equal)	1	EA	\$ 12,000.00	\$ 12,000.00		
34	Rain Sculpture on Concrete Basin and Footing	1	ALLOW	\$ 5,000.00	\$ 5,000.00		
35	Prep / Paint Exist Bike Rack	1	ALLOW	\$ 500.00	\$ 500.00		
36	New Entry Sign w/ 2 Mounted Graphic Panels	1	EA	\$ 6,000.00	\$ 6,000.00		
37	Entry Sign Masonry Support Column and Base w/ Footings and Weathering Steel Backing Plate	1	EA	\$ 4,000.00	\$ 4,000.00		
38							
39	Rough Grading	22,911	SF	\$ 0.20	\$ 4,582.20		
40	Fine Grading	22,911	SF	\$ 0.25	\$ 5,727.75		
41							
42	<b>Northwest Walks / Story Pod</b>						<b>\$ 27,185.00</b>
43	Rough Grading	2,250	SF	\$ 0.25	\$ 562.50		
44	Fine Grading	2,250	SF	\$ 0.25	\$ 562.50		
45	Walks						
46	1.1 5" Concrete Walk	1,630	SF	\$ 12.00	\$ 19,560.00		
47	Misc.						
48	New Type-2 Bench	11	LF	\$ 400.00	\$ 4,400.00		
49	Story Sign Pedestal	7	EA	\$ 300.00	\$ 2,100.00		
50							
51	<b>Landscaping</b>						<b>\$ 168,650.00</b>
52	Landscaping Uplighting Allowance	1	ALLOW	\$ 10,000.00	\$ 10,000.00		
53	Landscaping Irrigation Modifications	1	ALLOW	\$ 5,000.00	\$ 5,000.00		
54	Mich Boulder Walls (Wall Varies 6" to 30" in Hgt.)	175	LF	\$ 150.00	\$ 26,250.00		
55	Boulder Spillways	2	Areas	\$ 400.00	\$ 800.00		
56	Rain Garden Areas (2)	310	SF	\$ 40.00	\$ 12,400.00		
57	Grass Lawn Seed / Sod	7,320	SF	\$ 3.00	\$ 21,960.00		
58	6" Top Soil	136	CY	\$ 6.00	\$ 816.00		
59	Native Prairie Seed	3,760	SF	\$ 1.00	\$ 3,760.00		
60	6" Top Soil	70	CY	\$ 12.00	\$ 840.00		
61	Planters Planter Beds w/ Perennials & Low Shrubs	9,095	SF	\$ 3.00	\$ 27,285.00		
62	Mulch for Planter Beds (Assume 4")	110	CY	\$ 20.00	\$ 2,200.00		
63	12" Topsoil	337	CY	\$ 12.00	\$ 4,044.00		
64	Trees Deciduous Shade Trees- 3" Caliper	1	EA	\$ 600.00	\$ 600.00		
65	Deciduous Flowering Trees- 8'-0 Hgt	33	EA	\$ 500.00	\$ 16,500.00		
66	Large Coniferous Trees- 8'-10' Hgt	11	EA	\$ 600.00	\$ 6,600.00		
67	Small Coniferous Trees- 8' Hgt	30	EA	\$ 500.00	\$ 15,000.00		
68	Berm Create Berms and Low Points, Utilize On Site Spoils	9,730	SF	\$ 1.50	\$ 14,595.00		
69	Area of Disturbance given						
70							
71	<b>Utilities</b>						<b>\$ 5,014.00</b>
72	Storm						
73	New Inlet Rain Garden Drain as shown on L300	1	EA	\$ 250.00	\$ 250.00		
74	6" HDPE Pipe	10	LF	\$ 24.00	\$ 240.00		
75	Tap Exist Catch Basin	1	EA	\$ 500.00	\$ 500.00		
76	Adjust Rim Elevation on Exist CB	1	ALLOW	\$ 500.00	\$ 500.00		

77		UNIT	UNITS	UNIT/S.F.	COST/	SUB
78	DESCRIPTION	QUANTITY		COST	BUILDING	TOTAL
79	Drainage Needed for Tree Grate area???	1	ALLOW	\$ 2,500.00	\$ 2,500.00	
80	4" HDPE Pipe WITH CO @ Spillway	12	LF	\$ 16.00	\$ 192.00	
81	4" HDPE Pipe WITH CO @ Spillway	19	LF	\$ 16.00	\$ 304.00	
82	6" HDPE Pipe @ Spillway	22	LF	\$ 24.00	\$ 528.00	
83						
84	<b>Electrical</b>					<b>\$ 10,650.47</b>
85	Electrical					
86	Site Work	1	LS	\$ 10,650.47	\$ 10,650.47	
87						

OWNER:	Saline District Library
PROJ:	Interior Renovations and Site Improvements
LOC.:	Saline, Michigan
TITLE:	Schematic Design Estimate

LINE NO.	DESCRIPTION	UNIT QUANTITY	UNITS	UNIT/S.F. COST	COST/ BUILDING	SUB TOTAL
	<b>Patio Alternate</b>	<b>1,064</b>	<b>SF</b>	<b>\$21.16</b>		<b>\$ 22,511.25</b>
1						
2						
3						
4	<b>Division 2: Sitework for Patio</b>	<b>1,064</b>	<b>SF</b>	<b>\$ 0.14</b>		<b>\$ 153.25</b>
5	Fine Grading	613	SF	\$ 0.25	\$ 153.25	
6						
7	<b>Division 2: Demolition</b>	<b>1,064</b>	<b>SF</b>	<b>\$ 6.18</b>		<b>\$ 6,576.00</b>
8	Demo Pergola and 4 Concrete Footings	254	SF	\$ 8.00	\$ 2,032.00	
9	Dwg L-004 indicates flatwork as Pavers					
10	Demo Pavers	568	SF	\$ 8.00	\$ 4,544.00	
11						
12	<b>Division 3: Concrete</b>	<b>1,064</b>	<b>SF</b>	<b>\$ 8.07</b>		<b>\$ 8,582.00</b>
13	Walks 1.3 5" Concrete w/ Integral Color	613	SF	\$ 14.00	\$ 8,582.00	
14						
15	<b>Division 10: Specialties &amp; Misc.</b>	<b>1,064</b>	<b>SF</b>	<b>\$ 6.77</b>		<b>\$ 7,200.00</b>
17	2.0 Type-1 Benches	18	LF	\$ 400.00	\$ 7,200.00	
18						

OWNER:	Saline District Library					
PROJ:	Interior Renovations and Site Improvements					
LOC.:	Saline, Michigan					
TITLE:	Schematic Design Estimate					
LINE NO.	DESCRIPTION	UNIT QUANTITY	UNITS	UNIT/S.F. COST	COST/ BUILDING	SUB TOTAL
	<b>Pavilion</b>	<b>1,064</b>	<b>SF</b>	<b>\$208.03</b>	<b>\$</b>	<b>221,339.80</b>
1						
2						
3						
4	<b>Division 2: Sitework for Pavilion</b>	<b>1,064</b>	<b>SF</b>	<b>\$ 3.45</b>	<b>\$</b>	<b>3,672.00</b>
5	Site Clearing for Building Pad (Cut Grade for new pad)	816	SF	\$ 0.50	\$ 408.00	
6	Building Pad for New Addition	816	SF	\$ 4.00	\$ 3,264.00	
7						
8	<b>Division 3: Concrete</b>	<b>1,064</b>	<b>SF</b>	<b>\$ 44.70</b>	<b>\$</b>	<b>47,556.00</b>
9	Footings					
10	12" Min Wide Perimeter Footings	97	LF	\$ 200.00	\$ 19,400.00	
11	1'-6" Wide Interior Wall Footings	54	EA	\$ 250.00	\$ 13,500.00	
12	4'-0 X 4'-0 Column Pads w/ Piers	4	EA	\$ 400.00	\$ 1,600.00	
13	6" Slab on Grade (Is this Deccrative Concrete?)	816	SF	\$ 16.00	\$ 13,056.00	
14	<b>Division 5: Steel</b>	<b>1,064</b>	<b>SF</b>	<b>\$ 37.94</b>	<b>\$</b>	<b>40,365.00</b>
15	Galv Tubular Columns, Girders, & Misc. Steel	1,064	SF	\$ 35.00	\$ 37,240.00	
16	1.5" Metal Deck on Storage Roof	125	SF	\$ 25.00	\$ 3,125.00	
17						
18	<b>Division 6: Carpentry &amp; General Trades</b>	<b>1,064</b>	<b>SF</b>	<b>\$ 36.69</b>	<b>\$</b>	<b>39,033.00</b>
19	Rough Carpentry - Nailers etc.	1,083	SF	\$ 3.00	\$ 3,249.00	
20	2 X 6 Thermally Modified Wood Car Deck Roof Det-2 / As1.01	1,083	SF	\$ 16.00	\$ 17,328.00	
21	Storage 3-5/8" CFS / 3/4" Exterior Sheating w/ Vapor Barrier	485	SF	\$ 16.00	\$ 7,760.00	
22	1 X 6 Thermally Modified Wood Exterior	270	SF	\$ 16.00	\$ 4,320.00	
23	2 X 3 Thermally Modified Wood Slats	136	SF	\$ 16.00	\$ 2,176.00	
24	Decorative Metal Screen Mesh (Above Storage Roof)	140	SF	\$ 30.00	\$ 4,200.00	
25						
26	<b>Division 7: Thermal Protection</b>	<b>1,064</b>	<b>SF</b>	<b>\$ 39.53</b>	<b>\$</b>	<b>42,062.25</b>
27	Damp proofing					
28	Damp proofing/Waterproofing	1,083	SF	\$ 1.75	\$ 1,895.25	
29	Roofing					
30	Standing Seam Metal Roof	1083	SF	\$ 27.00	\$ 29,241.00	
31	Metal Fascia Roof Edge	133	LF	\$ 22.00	\$ 2,926.00	
32	Roof Access Hatch (2' X 3')	2	EA	\$ 4,000.00	\$ 8,000.00	
33						
34	<b>Division 8: Openings</b>	<b>1,064</b>	<b>SF</b>	<b>\$ 7.52</b>	<b>\$</b>	<b>8,000.00</b>
35	Exterior Doors					
36	Thermally Mod Wood Door / Frame / Fin Hdwr	2	EA	\$ 4,000.00	\$ 8,000.00	
37						
38	<b>Division 9: Finishes</b>	<b>1,064</b>	<b>SF</b>	<b>\$ 6.92</b>	<b>\$</b>	<b>7,359.00</b>
39	Flooring					
40	Resilient Wall Base in Storage Rm	51	LF	\$ 2.00	\$ 102.00	
41	Sealed Concrete Assume	816	SF	\$ 1.00	\$ 816.00	
42	Ceilings					
43	Open to Underside of Deck Above	0	SF	\$ -	\$ -	
44	Paint Structural Steel	1064	SF	\$ 3.00	\$ 3,192.00	
45	Paint Exposed Underside of Deck???	1083	SF	\$ 3.00	\$ 3,249.00	
46						
47	<b>Division 10: Specialties &amp; Misc.</b>	<b>1,064</b>	<b>SF</b>	<b>\$ 8.27</b>	<b>\$</b>	<b>8,800.00</b>
48	Benches					
49	Landscape Forms Parallel 42 Bench (2-Total)	22	LF	\$ 400.00	\$ 8,800.00	
50	(Bench-1 8'-3" LF) (Bench-2 13'-6" LF)					
51						
52	<b>Division 20: Plumbing</b>	<b>1,064</b>	<b>SF</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>
53						
54	<b>Division 22: HVAC</b>	<b>1,064</b>	<b>SF</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>
55						
56	<b>Division 23: Fire Protection</b>	<b>1,064</b>	<b>SF</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>
57						
58						
59					\$ -	
60						
61	<b>Division 26: Electrical</b>	<b>1,064</b>	<b>SF</b>	<b>\$ 23.02</b>	<b>\$</b>	<b>24,492.55</b>
62	Electrical	1	LS	\$	\$ 24,492.55	
63						

OWNER:	Saline District Library					
PROJ:	Interior Renovations and Site Improvements					
LOC.:	Saline, Michigan					
TITLE:	Schematic Design Estimate					
	<b>Interior Remodeling</b>	<b>32,112</b>	<b>SF</b>	<b>\$60.15</b>	<b>\$ 1,931,405.21</b>	
LINE NO.	DESCRIPTION	UNIT QUANTITY	UNITS	UNIT/S.F. COST	COST/ BUILDING	SUB TOTAL
1						
2	<b>Div 1: Architectural Demolition</b>	<b>32,112</b>	<b>SF</b>	<b>\$ 3.37</b>	<b>\$</b>	<b>108,246.25</b>
3	<b>Selective Architectural Demolition</b>					
4	Remove Existing Millwork, Countertops, Etc.	37	LF	\$ 10.00	\$	370.00
5	Remove Existing Walls <b>Assume 14'-0 Hgt</b>	8,542	SF	\$ 4.00	\$	34,168.00
6	Remove Exist Doors / Frames	12	EA	\$ 150.00	\$	1,800.00
7	Remove Interior Glass Walls & Doors	0	SF	\$ 5.00	\$	-
8	Remove Existing ACT Tiles & Grid (50% of 32112 Sq Ft)	16,056	SF	\$ 1.25	\$	20,070.00
9	Flooring Demolition (Entire 1st Floor) <b>Assume Restrms are CT</b>	31,381	SF	\$ 1.25	\$	39,226.25
10	Remove Brick Paver Flooring	731	SF	\$ 12.00	\$	8,772.00
11	Remove Toilet Partitions	6	EA	\$ 100.00	\$	600.00
12	Remove Roof Access Ladder	1	EA	\$ 500.00	\$	500.00
13	Remove Portion of CMU / Brick	84	SF	\$ 20.00	\$	1,680.00
14	Remove Exist Windows	28	SF	\$ 20.00	\$	560.00
15	<b>Roof Demo</b>					
16	Remove Exist Roof Hatch	1	EA	\$ 500.00	\$	500.00
17						
18	<b>Div 4: Masonry</b>	<b>32,112</b>	<b>SF</b>	<b>\$ 0.16</b>	<b>\$</b>	<b>5,000.00</b>
19	CMU / Brick repairs at New Openings- Tooth-in (2-Doors / 1-Window)	1	ALLOW	\$ 5,000.00	\$	5,000.00
20						
21	<b>Div 5: Steel</b>	<b>32,112</b>	<b>SF</b>	<b>\$ 0.61</b>	<b>\$</b>	<b>19,500.00</b>
22	Angle Lintels at New Masonry Openings	3	EA	\$ 500.00	\$	1,500.00
23	Added Angle Struts to Exist Steel at Hanging Baffles/Ceiling Support	1	ALLOW	\$ 10,000.00	\$	10,000.00
24	Min. 16 GA Sheet Metal Deck to cover exist Roof Hatch Opening	1	EA	\$ 3,000.00	\$	3,000.00
25	<b>Rigid Insulation to Adhere to Underside of Deck</b>					
26	Roof Frame needed at New Roof Access Location	1	EA	\$ 2,000.00	\$	2,000.00
27	New Roof Access Ladder ?? <b>Not Indicated</b>	1	EA	\$ 3,000.00	\$	3,000.00
28						
29	<b>Div 6: Carpentry &amp; General Trades</b>	<b>32,112</b>	<b>SF</b>	<b>\$ 5.03</b>	<b>\$</b>	<b>161,502.10</b>
30	Rough Carpentry	32,112	SF	\$ 0.35	\$	11,239.20
31	Finish Carpentry	32,112	SF	\$ 0.45	\$	14,450.40
32	Provide Additional Wood Struts for Ceiling Supprot	1	ALLOW	\$ 4,000.00	\$	4,000.00
33	<b>Casework / Millwork</b>					
34	<b>Reading Rm 63</b>					
35						
36	<b>AV Collection 64</b>					
37						
38	<b>Book Drop 92</b>					
39						
40	<b>Staff Area 83</b>					
41	P-Lam Base Cabinets	6	LF	\$ 250.00	\$	1,500.00
42	P-Lam Upper Cabinets	6	LF	\$ 225.00	\$	1,350.00
43	Solid Surface Countertops w/ Backsplash	11	SF	\$ 95.00	\$	1,045.00
44	<b>ETC Collection 89</b>					
45	Solid Surface Countertops w/ Backsplash	15	SF	\$ 95.00	\$	1,425.00
46	<b>Well 102</b>					
47	P-Lam Base Cabinets	6	LF	\$ 250.00	\$	1,500.00
48	Solid Surface Countertops w/ Backsplash	12	SF	\$ 95.00	\$	1,140.00
49	<b>Break 84</b>					
50	Solid Surface Countertops w/ Backsplash	25	SF	\$ 95.00	\$	2,375.00
51	<b>Info Desk 108</b>					
52	WVNR Custom Millwork (Det 10 / 11 - A401)	33	SF	\$ 400.00	\$	13,200.00
53	P-Lam Info Desk	38	LF	\$ 400.00	\$	15,200.00
54	Solid Surface Countertops	59	SF	\$ 95.00	\$	5,605.00
55	<b>Fiction 110- Print Station</b>					
56	P-Lam Base Cabinets	6	LF	\$ 250.00	\$	1,500.00
57	Solid Surface Countertops w/ Backsplash	13	SF	\$ 95.00	\$	1,235.00
58	<b>Holds Area 100</b>					
59	P-Lam Base Cabinets	3	LF	\$ 250.00	\$	750.00
60	Solid Surface Countertops w/ Backsplash	7	SF	\$ 95.00	\$	665.00
61	Holds Wall, (Det 3 / A431) Custom Wall Pass-thru ???	20	SF	\$ 400.00	\$	8,000.00
62	<b>Main Desk 81</b>					
63	P-Lam Base Cabinets	12	LF	\$ 250.00	\$	3,000.00



64	Solid Surface Countertops w/ Backsplash	25	SF	\$	95.00	\$	2,375.00
65	P-Lam Main Desk	35	LF	\$	400.00	\$	14,000.00
66	Qrtz Countertop	70	SF	\$	100.00	\$	7,000.00
67	<b>Corridor 77 / Main Hallway (Det 1/ A 431)</b>						
68	<b>Det 1 / A 431</b>						
69	Solid Surface Countertops w/ Backsplash	22	SF	\$	95.00	\$	2,090.00
70	<b>Det 2 / A 431</b>						
71	Shelving Units? Bench Seating ? <b>Not Identified</b>	30	LF	\$	250.00	\$	7,500.00
72	<b>Teen Rm 58</b>						
73							
74	<b>Commons 72</b>						
75	P-Lam Base Cabinets	8	LF	\$	250.00	\$	2,000.00
76	Solid Surface Countertops w/ Backsplash	16	SF	\$	95.00	\$	1,520.00
77	<b>Program Rm A 120</b>						
78	P-Lam Base Cabinets	9	LF	\$	250.00	\$	2,250.00
79	P-Lam Upper Cabinets	9	LF	\$	225.00	\$	2,025.00
80	Solid Surface Countertops w/ Backsplash	19	SF	\$	95.00	\$	1,805.00
81	<b>Program Rm B 121</b>						
82	P-Lam Base Cabinets	9	LF	\$	250.00	\$	2,250.00
83	P-Lam Upper Cabinets	9	LF	\$	225.00	\$	2,025.00
84	Solid Surface Countertops w/ Backsplash	19	SF	\$	95.00	\$	1,805.00
85	<b>Storage Rm 123</b>						
86	P-Lam Base Cabinets	9	LF	\$	250.00	\$	2,312.50
87	P-Lam Upper Cabinets	9	LF	\$	225.00	\$	2,025.00
88	Solid Surface Countertops w/ Backsplash	20	SF	\$	95.00	\$	1,900.00
89	<b>Program Rm 57</b>						
90	P-Lam Base Cabinets	9	LF	\$	250.00	\$	2,250.00
91	P-Lam Upper Cabinets	9	LF	\$	225.00	\$	2,025.00
92	Solid Surface Countertops w/ Backsplash	19	SF	\$	95.00	\$	1,805.00
93	<b>Youth Services Area Rm 60</b>						
94	Custom Millwork per (Detail 9 / A432) (Dwg A 402)	1	LS	\$	3,000.00	\$	3,000.00
95	<b>Restroom Rm 78</b>						
96	SS-2 Solid Surface Countertops w/ Backsplash	14	SF	\$	95.00	\$	1,330.00
97	<b>Restroom Rm 79</b>						
98	SS-2 Solid Surface Countertops w/ Backsplash	14	SF	\$	95.00	\$	1,330.00
99	<b>Restroom Rm 91</b>						
100	SS-2 Solid Surface Countertops w/ Backsplash	20	SF	\$	95.00	\$	1,900.00
101	<b>Restroom Rm 95</b>						
102	SS-2 Solid Surface Countertops w/ Backsplash	12	SF	\$	95.00	\$	1,140.00
103	<b>Restroom Rm 96</b>						
104	SS-2 Solid Surface Countertops w/ Backsplash	12	SF	\$	95.00	\$	1,140.00
105	<b>Restroom Rm 128</b>						
106	SS-2 Solid Surface Countertops w/ Backsplash	8	SF	\$	95.00	\$	760.00
107	<b>Restroom Rm 126</b>						
108	SS-2 Solid Surface Countertops w/ Backsplash	8	SF	\$	95.00	\$	760.00
109	<b>Div 7: Thermal Protection</b>	<b>32,112</b>	<b>SF</b>	<b>\$</b>	<b>0.31</b>	<b>\$</b>	<b>9,800.00</b>
110	Roof Membrane Patch at Exist Demo'd Roof Hatch	1	LS	\$	2,800.00	\$	2,800.00
111	Roof Membrane Patch at New Roof Hatch Location	1	LS	\$	2,000.00	\$	2,000.00
112	New Roof Curb for Access Hatch	1	EA	\$	1,000.00	\$	1,000.00
113	New Roof Hatch	1	EA	\$	4,000.00	\$	4,000.00
114							
115	<b>Div 8: Openings</b>	<b>32,112</b>	<b>SF</b>	<b>\$</b>	<b>5.32</b>	<b>\$</b>	<b>170,680.00</b>
116	<b>Doors &amp; Frames</b>						
117	Full Lite Alum Storefront Frame /Door w/ Transom / Fin Hdwr	2	EA	\$	4,000.00	\$	8,000.00
118	Interior Doors / Frames / Fin Hdwr	17	EA	\$	2,800.00	\$	47,600.00
119	Full Lite Storefront Frame / Door / Fin Hdwr Interior	10	EA	\$	3,500.00	\$	35,000.00
120	Folding Partition Wall (31'-0 X 10'-4") (Rm 120 - 121)	346	SF	\$	60.00	\$	20,760.00
121							
122	<b>Windows / Glass &amp; Glazing</b>						
123	Drive-Thru Window (3'-4" X 4'-0 ???)	1	LS	\$	12,000.00	\$	12,000.00
124	Storefront Glazing System Interior (Wood Framed or Alum??)	728	SF	\$	65.00	\$	47,320.00
125							
126	<b>Div 9: Finishes</b>	<b>32,112</b>	<b>SF</b>	<b>\$</b>	<b>24.11</b>	<b>\$</b>	<b>774,242.57</b>
127	<b>GPDW</b>						
128	Gyp / Metal Stud Walls (Assume 14'-0 Hgt)	619	LF	\$	185.00	\$	114,488.57
129	Gyp / Metal Stud Walls w/ Sound Batt (Assume 6'-0) Dwg A121	116	SF	\$	35.00	\$	4,060.00
130	Moss Wall w/ Manual Watering System	192	SF	\$	65.00	\$	12,480.00
131	<b>Wall Finishes</b>						
132	PCT Backsplash, Program Rm 57	10	SF	\$	25.00	\$	250.00
133	Ceramic Tile Walls	3,262	SF	\$	25.00	\$	81,550.00
134	<b>Ceilings</b>						
135	GPDW Hard Lid Ceilings	2908	SF	\$	20.00	\$	58,160.00
136	Gyp / Stud Soffits	1086	SF	\$	25.00	\$	27,150.00

137	ACT Ceiling Tile / Grid	18,147	SF	\$	6.00	\$ 108,882.00	
138	Reflects SF shown on RCP's						
139	Wood Slat Ceilings (Commons Rm 72, Public Comp Rm 62)	1,658	SF	\$	12.00	\$ 19,896.00	
140	Ceiling Baffles (Rm 60, Rm 65, Rm 58, Rm 81, Rm 89)	3,012	SF	\$	15.00	\$ 45,180.00	
141	Unidentified Ceiling (Main Corridor 77) Possibly Wood Slats??	533	SF	\$	12.00	\$ 6,396.00	
142	Acoustical Circles (6' Dia) (Rm 108, Rm 60)	60	SF	\$	8.00	\$ 480.00	
143	Acoustical Circles (5' Dia)	80	SF	\$	8.00	\$ 640.00	
144	Acoustical Circles (4' Dia)	52	SF	\$	8.00	\$ 416.00	
145	Exposed Ceilings PAINT (Main Corridor 77, Rm 108, Rm 60)	1,345	SF	\$	4.00	\$ 5,380.00	
146	<b>Flooring</b>						
147	Mud Bed at Removed Paver Location (S. Entry Rm 98)	731	SF	\$	2.00	\$ 1,462.00	
148	Carpet	22,708	SF	\$	6.00	\$ 136,248.00	
149	Carpet-1 (Walk-off)	935	SF	\$	7.00	\$ 6,545.00	
150	Resilient Flooring	5,794	SF	\$	9.00	\$ 52,146.00	
151	Wall Base	2,825	LF	\$	2.00	\$ 5,650.00	
152	Ceramic Tile Flooring	1,242	SF	\$	18.00	\$ 22,356.00	
153	Sealed Concrete	203	SF	\$	1.00	\$ 203.00	
154	<b>Painting</b>						
155	Interior	32,112	SF	\$	2.00	\$ 64,224.00	
156							
157	<b>Div 10: Specialties &amp; Miscellaneous</b>	<b>32,112</b>	<b>SF</b>	<b>\$</b>	<b>1.09</b>	<b>\$</b>	<b>35,000.00</b>
158	Staff Workroom Lockers ?? Nothing Identified	8	EA	\$	225.00	\$ 1,800.00	
159	Fire Extinguishers & Cabinets	1	ALLOW	\$	2,000.00	\$ 2,000.00	
160	Room Signage Allowance	1	ALLOW	\$	20,000.00	\$ 20,000.00	
161	Restroom Accessories	7	EA	\$	500.00	\$ 3,500.00	
162	Toilet Partitions	6	EA	\$	1,200.00	\$ 7,200.00	
163	Adult Changing Table (Rm 128)	1	EA	\$	500.00	\$ 500.00	
164							
165	<b>Div 20; 22; 23: Plumbing/Mechanical</b>	<b>32,112</b>	<b>SF</b>	<b>\$</b>	<b>12.90</b>	<b>\$</b>	<b>414,170.90</b>
166	Fire Protection	1	LS	\$	50,700.00	\$ 50,700.00	
167	Plumbing	1	LS	\$	187,965.70	\$ 187,965.70	
168	HVAC	1	LS	\$	175,505.20	\$ 175,505.20	
169							
170	<b>DIV 26: Electrical</b>	<b>32,112</b>	<b>SF</b>	<b>\$</b>	<b>7.26</b>	<b>\$</b>	<b>233,263.39</b>
171	Interior Lighting	1	LS	\$	116,215.89	\$ 116,215.89	
172	General Wiring	1	LS	\$	30,878.61	\$ 30,878.61	
173	Data/Communications	1	LS	\$	7,500.00	\$ 7,500.00	
174	Fire Alarm System	1	LS	\$	10,054.51	\$ 10,054.51	
175	Security System	1	LS	\$	5,000.00	\$ 5,000.00	
176	Audio/Visual System	1	LS	\$	10,000.00	\$ 10,000.00	
177	Clock System	1	LS	\$	1,666.86	\$ 1,666.86	
178	Kitchen Equipment Wiring	1	LS	\$	-	\$ -	
179	Mechanical Equipment Wiring	1	LS	\$	12,470.07	\$ 12,470.07	
180	Service Equipment & Feeders	1	LS	\$	0.00	\$ 0.00	
181	Demolition	1	LS	\$	10,477.44	\$ 10,477.44	
182	On Site Cost	1	LS	\$	29,000.00	\$ 29,000.00	

<b>OWNER:</b>	Saline District Library					
<b>PROJ:</b>	Interior Renovations and Site Improvements					
<b>LOC.:</b>	Saline, Michigan					
<b>TITLE:</b>	Schematic Design Estimate					
	<b>Friends Room Rm 94</b>	<b>955</b>	<b>SF</b>	<b>\$11.15</b>	<b>\$</b>	<b>10,649.75</b>
<b>LINE NO.</b>	<b>DESCRIPTION</b>	<b>UNIT QUANTITY</b>	<b>UNITS</b>	<b>UNIT/S.F. COST</b>	<b>COST/ BUILDING</b>	<b>SUB TOTAL</b>
1						
2	<b>Div 1: Architectural Demolition</b>	<b>955</b>	<b>SF</b>	<b>\$ 1.52</b>	<b>\$</b>	<b>1,453.75</b>
3	<b>Selective Architectural Demolition</b>					
4	Flooring Demolition (Entire 1st Floor) <i>Assume Restrms are CT</i>	955	SF	\$ 1.25	\$	1,193.75
5	Remove Existing ACT Tiles & Grid	208	SF	\$ 1.25	\$	260.00
6						
7	<b>Div 9: Finishes</b>	<b>955</b>	<b>SF</b>	<b>\$ 9.63</b>	<b>\$</b>	<b>9,196.00</b>
8	<b>Ceilings</b>					
9	ACT Ceiling Tile / Grid	208	SF	\$ 6.00	\$	1,248.00
10	<b>Flooring</b>					
11	Carpet	955	SF	\$ 6.00	\$	5,730.00
12	Wall Base	154	LF	\$ 2.00	\$	308.00
13	<b>Painting</b>					
14	Interior (Overall Sq Ft only)	955	SF	\$ 2.00	\$	1,910.00
15						

**Saline District Library  
Schematic Design Estimate  
9/14/2023**

Description	QTY	UOM	UP	\$
<b>Plumbing</b>				
Fixtures - carriers & in-wall to remain	23	EACH	\$ 800.00	\$ 18,400
New fixtures/carriers	9	EACH	\$ 1,250.00	\$ 11,250
New fixtures/carriers - Pavilion EWCD	1	EACH	\$ 3,000.00	\$ 3,000
Misc connections	6	EACH	\$ 300.00	\$ 1,800
Domestic water & insulation	540	LNFT	\$ 55.00	\$ 29,700
Excavation & backfill - Pavilion	170	LNFT	\$ 75.00	\$ 12,750
Sanitary waste & vent AG	290	LNFT	\$ 80.00	\$ 23,200
Sanitary waste & vent UG	155	LNFT	\$ 85.00	\$ 13,175
Sawcut/excav/bf/patch	135	LNFT	\$ 150.00	\$ 20,250
Storm - none	-	NONE	\$ -	\$ -
Gas & regulators - none	-	NONE	\$ -	\$ -
Coring/firestop/sleeves	1	LSUM	\$ 2,000.00	\$ 2,000
Demo to dumpster	88	HRS	\$ 103.00	\$ 9,064
Subcontractor GC's, staff, & fee	1	LSUM	\$ 43,376.70	\$ 43,377

**Sub-Total Plumbing** **\$ 187,966**

<b>HVAC</b>				
Drain & refill system	24	HRS	\$ 103.00	\$ 2,472
Heating hot water	360	LNFT	\$ 85.00	\$ 30,600
HVAC pipe insulation	360	LNFT	\$ 15.00	\$ 5,400
Air curtain - elect	1	EACH	\$ 4,500.00	\$ 4,500
Galv duct - single wall	1,172	#'S	\$ 20.00	\$ 23,440
Registers, grilles, & diffusers	40	EACH	\$ 200.00	\$ 8,000
R/R RGD's	20	EACH	\$ 100.00	\$ 2,000
Lined return boots	6	EACH	\$ 200.00	\$ 1,200
VAV boxes with HHW coils	6	EACH	\$ 1,000.00	\$ 6,000
Louver (pavilion - not sized)	20	SQFT	\$ 100.00	\$ 2,000
Fan - 1	200	CFM	\$ 2.00	\$ 400
Duct insulation - wrap	968	SQFT	\$ 4.00	\$ 3,872
Coring/firestop/sleeves	1	LPSM	\$ 2,000.00	\$ 2,000
Demo to dumpster	40	HRS	\$ 103.00	\$ 4,120
Balance & report	80	HRS	\$ 125.00	\$ 10,000
Controls - new equipment only	1	LPSM	\$ 29,000.00	\$ 29,000
Subcontractor GC's, staff, & fee	1	LPSM	\$ 40,501.20	\$ 40,501

**Sub-Total HVAC** **\$ 175,505**

<b>Fire Protection</b>				
Rework heads & double coverage/clouds	60	ALLOW	\$ 650.00	\$ 39,000
Subcontractor GC's, staff, & fee	1	ALLOW	\$ 11,700.00	\$ 11,700

**Sub-Total Fire Protection** **\$ 50,700**

Assumes no single-source vendors/subs/manuf  
Assume receiving at least 3 bids in each major category

McCarthy & Smith, Inc.  
 24317 Indoplex Circle  
 Farmington Hills, Michigan 48335

Project No. 42238690  
 Drawing Issue: 8.04.23  
 A.I.A. Gross Area N.A.  
 Electrical Estimator: THR

Saline District Library  
 Interior Renovations And Site Improvements  
 9.14.23  
 S.D. Estimate

Summary

Description	Hours		Amount
Site Utilities	-	N.A.	\$ -
Site Work	583.85		\$ 10,503.59
Interior Lighting	747.00		\$ 127,920.60
General Wiring	205.07		\$ 30,878.61
Data/Communications	-	Allow.	\$ 7,500.00
Fire Alarm System	39.27		\$ 10,054.51
Security System		Allow.	\$ 5,000.00
Audio/Visual System	-	Allow.	\$ 10,000.00
Clock System	13.63		\$ 1,666.86
Kitchen Equipment Wiring	-	N.A.	\$ -
Mechanical Equipment Wiring	109.70		\$ 12,470.07
Service Equipment & Feeders	60.98		\$ 12,787.84
Demolition	110.67		\$ 10,624.32
On Site Cost			\$ 29,000.00
<b>Project Total</b>			<b>\$ 268,406.40</b>

**Clarifications And Assumptions**

Assuming all baffles are removable for access to lighting above.  
 All light fixtures to be fluorescent in library building.  
 Exterior Fixtures to be LED.

McCarthy & Smith, Inc.  
 24317 Indoplex Circle  
 Farmington Hills, Michigan 48335

Saline District Library  
 Interior Renovations And Site Improvements  
 9.14.23  
 S.D. Estimate

Project No. 42238690  
 Drawing Issue: 8.04.23  
 A.I.A. Gross Area N.A.  
 Electrical Estimator: THR

Description	QTY	Unit Price	U	Extension
<b>Site Utilities</b>				
N.A.		\$	- ea \$	-
<b>Total Site Utilities</b>				<b>\$ -</b>
<b>Site Work</b>				
Monument Sign Connection	1	\$ 1,164.96	ea \$	1,164.96
Bollard Light, LED, ALLOWANCE \$ 1,200.00 ea.	-	\$ 3,344.71	ea \$	-
Bollard Light, Base	-	\$ 513.84	ea \$	-
Walkway Accent Lighting-ALLOWANCE	-	\$ 50,000.00	lot \$	-
Duplex Receptacle, GFI, WP	4	\$ 2,334.66	ea \$	9,338.63
Story Sign Connection	-	\$ 2,053.49	ea \$	-
<b>Total Site Lighting</b>				<b>\$ 10,503.59</b>
<b>Interior Lighting</b>				
Re-Install Existing 2'X4'	64	\$ 110.13	ea \$	7,048.09
4' Strip, LED, Pavilion, ALLOPWANCE \$ 225.00 ea.	2	\$ 370.44	ea \$	740.88
Pavilion Surface, ALLOWANCE \$ 650.00 ea.	9	\$ 846.48	ea \$	7,618.32
Pendent, Info Desk And Matching Area, ALLOWANCE \$ 600.00 ea.	10	\$ 831.84	ea \$	8,318.40
Pendent, Maln Desk, ALLOLWANCE \$ 600.00 ea.	2	\$ 831.84	ea \$	1,663.68
Exit, ALLOWANCE \$ 180.00 ea.	8	\$ 288.72	ea \$	2,309.76
Book Drop Fixture, LED, ALLOWANCE \$ 650.00 ea.	1	\$ 846.48	ea \$	846.48
8" Downlight, ALLOWANCE \$ 300.00 ea.	14	\$ 440.40	ea \$	6,165.60
4' Strip, Above Wood Baffles, ALLOWANCE \$ 90.00 ea.	171	\$ 193.32	ea \$	33,057.72
3' Strip, Above Wood Baffles, ALLOWANCE \$ 95.00 ea.	6	\$ 199.68	ea \$	1,198.08
Fixture Outlet	134	\$ 175.88	ea \$	23,568.36
Fixture Outlet, Pavilion	9	\$ 371.72	ea \$	3,345.51
Fixture Support	710	\$ 29.32	ft \$	20,817.77
Single Pole, Occupancy Sensor Switch	11	\$ 297.28	ea \$	3,270.05
Three Way Occupancy Sensor Switch	12	\$ 662.66	ea \$	7,951.91
<b>Interior Lighting Total</b>				<b>\$ 127,920.60</b>
<b>General Wiring</b>				
Duplex Receptacle	100	\$ 217.64	ea \$	21,763.97
Duplex Receptacle, Separate Circuit	2	\$ 281.60	ea \$	563.19
Duplex Receptacle, GFI	5	\$ 236.85	ea \$	1,184.23
Duplex Receptacle, GFI, WP	2	\$ 248.29	ea \$	496.59
Duplex Receptacle, Floor Mounted, ALLOWANCE	6	\$ 1,145.10	ea \$	6,870.62
<b>General Wiring Total</b>				<b>\$ 30,878.61</b>
<b>Data/Communications</b>				
Raceway ALLOWANCE	1	\$ 7,500.00	lot \$	7,500.00
<b>Data/Communication Total</b>				<b>\$ 7,500.00</b>
<b>Fire Alarm System</b>				
Re-Install Audio/Visual Device	3	\$ 985.46	ea \$	2,956.39
New Visual Device	2	\$ 1,049.06	ea \$	2,098.13
Programming	1	\$ 5,000.00	lot \$	5,000.00
<b>Fire Alarm Total</b>				<b>\$ 10,054.51</b>

T.H. Rosen Electrical Consultant  
 6178 Westbrook Dr.  
 West Bloomfield, Michigan 48322

McCarthy Smith, Inc.  
 Saline District Library  
 Schematic Design Estimate Package

Phone: 248.417.8024  
 threlectconsult@sbcglobal.net

**Security System**

Raceway ALLOWANCE	1	\$	5,000.00	lot	\$	5,000.00
<b>Security System Total</b>					\$	<b>5,000.00</b>

**Audio/Visual System**

Raceway ALLOWANCE	1	\$	10,000.00	lot	\$	10,000.00
<b>Audio/Visual System Total</b>					\$	<b>10,000.00</b>

**Clock System**

Re-Install Clock	4	\$	416.72	ea	\$	1,666.86
<b>Clock System Total</b>					\$	<b>1,666.86</b>

**Kitchen Equipment Wiring**

N.A.		\$	-	ea	\$	-
<b>Kitchen Equipment Wiring Total</b>					\$	<b>-</b>

**Mechanical Equipment Wiring**

New Exhaust Fan	1	\$	1,139.84	ea	\$	1,139.84
Flush Valve Hard Wired	25	\$	411.53	ea	\$	10,288.30
Air Curtain	1	\$	1,041.92	ea	\$	1,041.92
<b>Mechanical Equipment Wiring</b>					\$	<b>12,470.07</b>

**Service Equipment & Feeders**

100 Amp. MCB, 120/208V, 4W Panel (Pavilion)	1	\$	1,864.56	ea	\$	1,864.56
100 Amp., 4W Feeder, PVC	150	\$	31.43	ft	\$	4,713.84
100 Amp., 4W Feeder, EMT	140	\$	28.88	ft	\$	4,043.56
100 Amp., 250V, Switch (MDP)	1	\$	641.04	ea	\$	641.04
Breakers	1	\$	709.68	lot	\$	709.68
Re-Label Panels	1	\$	815.16	lot	\$	815.16
<b>Service Equipment &amp; Feeder Total</b>					\$	<b>12,787.84</b>

**Demolition**

Disconnect Monument Sign	1	\$	146.88	ea	\$	146.88
Disconnect Exhaust Fan	1	\$	195.84	ea	\$	195.84
Remove 2'X2' And 2'X4' Recessed Fixture	71	\$	48.96	ea	\$	3,476.16
Remove Pendent	40	\$	97.92	ea	\$	3,916.80
Remove Track Lighting	1	\$	195.84	ea	\$	195.84
Remove Fire Alarm Device	3	\$	48.96	ea	\$	146.88
Remove Clock	4	\$	48.96	ea	\$	195.84
Demo Wall Outlets	1	\$	2,350.08	lot	\$	2,350.08
<b>Total Demolition</b>					\$	<b>10,624.32</b>

**Saline District Library  
General Conditions Estimate  
September 14, 2023**

<b>Date:</b>	<b>31-Aug-23</b>	<b>Schedule</b>	<b>May 1, 2024 - October 27,</b>	<b>26</b>	
<b>Project:</b>	<b>Saline District Library Renovations</b>	<b>Location</b>	<b>Saline, Michigan</b>	<b>6</b>	
<b>CSI</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>	<b>Budget</b>
01300	<b>SITE OFFICE</b>				
01310	Delivery-Set-up				
01311	Rental - Office Trailer				
01312	Office Furniture				
01313	Office Equipment - Computer	6	months	\$ 175.00	\$ 1,050.00
01314	Office Equipment - Printer / Copier	6	months	\$ 300.00	\$ 1,800.00
01315	Office Supplies	6	months	\$ 300.00	\$ 1,800.00
01317	Phone-Internet Service	6	months	\$ 150.00	\$ 900.00
01318	Mobile Phone (Field)	6	months	\$ 200.00	\$ 1,200.00
01319	Power/Heating Equipment				\$ -
01320	Power/Heating - Usage				\$ -
01321	Propane Heat				\$ -
01322	Fire Extinguishers				\$ -
01323	First Aid	6	months	\$ 75.00	\$ 450.00
01324	Small Tools/Supplies	6	months	\$ 250.00	\$ 1,500.00
01325	Drinking Water	6	months	\$ 100.00	\$ 600.00
01326	Sundry Goods				\$ -
01327	Rental-Storage Trailer				\$ -
01328	Dual Office - Hook Up				\$ -
01329	Ramp/Walkway Platform				\$ -
01330	Other				\$ -
01331	Transportation/Mileage (Field)	6	months	\$ 125.00	\$ 750.00
01332	Transportation/Vehicle (Field)				\$ -
01400	<b>ADMINISTRATION EXPENSES</b>				
01410	Drawing - Reproduction	1	allow	\$ 1,000.00	\$ 1,000.00
01411	Postage/Overnight Delivery	6	months	\$ 100.00	\$ 600.00
01412	Copying				\$ -
01413	Photographs				\$ -
01414	Schedules - Initial				\$ -
	Project Management Software	0.0018	multiplier	\$ 3,266,251.22	\$ 5,879.25
	Project Management- Building Connected	1	LS	\$ 400.00	\$ 400.00
	Project Management DocuSign	500	ea	\$ 3.00	\$ 1,500.00
01415	Schedules - Update				\$ -
01416	Transportation/Mileage (Mgmt)	1200	miles	\$ 0.63	\$ 756.00
01417	Transportation/Vehicle (Mgmt)				\$ -
01418	Mobile Phone (Mgmt)	6	months	\$ 180.00	\$ 1,080.00
01419	Entertainment				\$ -
01420	Safety Meetings				\$ -
01421	As-Built Drawings	1	LS	\$ 1,000.00	\$ 1,000.00
01450	<b>PERMITS &amp; ALLOWANCES</b>				
01451	General Building Permit- By Owner				\$ -
01452	Permit Fees				\$ -
01453	Tap Fees				\$ -
01475	<b>QUALITY CONTROL</b>				
01476	Construction Testing	1	LS	\$ 4,000.00	\$ 4,000.00
01477	Foundation - Soils/Concrete				\$ -
01478	Site Utility - Soils				\$ -
01479	Building - Steel				\$ -
01480	Flatwork - Soils/Concrete				\$ -
01481	Site Curbing - Concrete				\$ -
01482	Roof Inspection				\$ -
01483	Asphalt Paving				\$ -
01500	<b>FIELD ENGINEERING</b>				
01510	Site Survey				\$ -
01511	Site - Lay-out				\$ -
01512	Site Utility - Staking				\$ -
01513	Site Lighting - Staking				\$ -
01514	Site Grading - Staking				\$ -
01515	Site Parking - Staking				\$ -
01516	Site Curbing - Staking				\$ -
01550	<b>BONDS &amp; INSURANCE</b>				
01551	General Liability Insurance				\$ -
01552	Excess Liability Insurance				\$ -
01553	Owner's Liability Insurance				\$ -
01554	Builders Risk Insurance				\$ -
01555	Performance Bond- Included in Construction Indirect Costs				\$ -



**Saline District Library  
General Conditions Estimate  
September 14, 2023**

Date:	31-Aug-23	Schedule	May 1, 2024 - October 27,	26	
Project:	Saline District Library Renovations	Location	Saline, Michigan	6	
CSI	Description	Quantity	Unit	Rate	Budget
01556	Refundable Bonds				\$ -
01557	Cash Bonds				\$ -
01600	<b>TEMPORARY SITE ACCESS</b>				
01610	Temporary Road				\$ -
01611	Temporary Staging Area				\$ -
01612	Temporary Parking				\$ -
01613	Perimeter Access - Building				\$ -
01625	<b>TEMPORARY BARRIERS/CONTROLS</b>				
01626	Fence Enclosures				\$ -
01627	Scaffold Walkways				\$ -
01628	Gate Access				\$ -
01629	Tree and Plant Protection				\$ -
01630	Street Barricades				\$ -
01631	Traffic Control				\$ -
01632	Signage/Safety	1	allow	\$ 3,000.00	\$ 3,000.00
01633	Directional Signage				\$ -
01634	Street Sweeping				\$ -
01635	Snow Removal				\$ -
01636	Pumping				\$ -
01637	Dewatering				\$ -
01638	Furniture/Equipment Moving Expense				\$ -
01650	<b>SITE SECURITY</b>				
01651	Guard Service				\$ -
01652	Alarm Service				\$ -
01653	Fence Enclosures				\$ -
01654	Gate Entries				\$ -
01675	<b>PROJECT IDENTIFICATION</b>				
01676	Project Sign	1	ea	\$ 2,000.00	\$ 2,000.00
01677	Information & Directional Signage				\$ -
01678	OSHA/Safety	1	allow	\$ 2,000.00	\$ 2,000.00
01700	<b>TEMPORARY UTILITIES</b>				
01710	Temporary Toilet Facilities	6	months	\$ 600.00	\$ 3,600.00
01720	Water-Permit/Hook-up				\$ -
01721	Water Usage				\$ -
01722	Water Tanker Supply				\$ -
	<b>ELECTRIC</b>				\$ -
01730	Electrical Service				\$ -
01731	Electrical Usage				\$ -
01732	Temporary Electrical Light & Power				\$ -
01733	Electric Generator-Equipment				\$ -
01734	Electric Generator-Fuel				\$ -
	<b>HEAT</b>				\$ -
01740	Heating Equipment				\$ -
01741	Heating-Fuel				\$ -
	<b>OTHER</b>				\$ -
01750	Temporary Fire Protection				\$ -
01760	Fire Extinguishers	1	allow	\$ 750.00	\$ 750.00
01770	Pay Phone Service				\$ -
01800	<b>TEMPORARY CONSTRUCTION/MAINT.</b>				
01810	Rooftop Enclosures				\$ -
01815	Building Enclosures				\$ -
01820	Weather Enclosures				\$ -
01825	Temporary Enclosures				\$ -
01830	Scaffolding Equipment				\$ -
01831	Storage Containers				\$ -
01835	Dust Enclosures	1	allow	\$ 6,000.00	\$ 6,000.00
01840	Temporary Floor Cover				\$ -
01850	Frost Cutting				\$ -
01860	Material Hoist/Lifts				\$ -
01865	Equipment Rental				\$ -
01866	Equipment Fuel				\$ -
01870	Small Tools				\$ -
01875	Building Supplies				\$ -
01900	<b>CLEAN-UP</b>				

**Saline District Library  
General Conditions Estimate  
September 14, 2023**

<b>Date:</b>	<b>31-Aug-23</b>	<b>Schedule</b>	<b>May 1, 2024 - October 27,</b>	<b>26</b>	
<b>Project:</b>	<b>Saline District Library Renovations</b>	<b>Location</b>	<b>Saline, Michigan</b>	<b>6</b>	
<b>CSI</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>	<b>Budget</b>
01905	Labor - General	416	hrs	\$ 58.00	\$ 24,128.00
01910	Dumpster-Usage	20	ea	\$ 500.00	\$ 10,000.00
01915	Trash Chute				\$ -
01920	General Clean-up				\$ -
01921	Cleaning Supplies	1	allow	\$ 1,000.00	\$ 1,000.00
01925	Final Clean-up - Building	32112	SF	\$ 0.80	\$ 25,689.60
01930	Final Clean-up - Site	1	allow	\$ 1,000.00	\$ 1,000.00
01940	Window Cleaning				\$ -
01945	Janitorial - Cleaning Services				\$ -
01950	<b>OUT OF TOWN EXPENSES</b>				
01955	Travel				\$ -
01960	Transportation/Fuel				\$ -
01965	Parking				\$ -
01970	Lodging				\$ -
01975	Meals				\$ -
01980	Miscellaneous				\$ -
	<b>Grand Total</b>				\$ 105,432.85
	<b>Rounded</b>				\$ 106,000.00
Construction Budget				\$ 3,266,251.22	
Percentage of Construction Costs					3.23%



**Site Plan**  
**SALINE DISTRICT LIBRARY**  
 Interior Renovations and Site Improvements



Value Engineering Options  
 Rough Order Magnitude Costs  
 9/26/2023

Design Element	ROM Low Range	ROM High Range
<b>Exterior</b>		
<b>Alternate Item #1 (Renovation Pergola / Patio Space)</b>		
All work associated with removal of existing pergola/pavers and new associated flatwork and landscaping	\$ 25,000.00	\$ 35,000.00
<b>Alternate Item #2 (Removal of 2 Story Pods at North Story Walk)</b>		
All work associated with removal of concrete flatwork, boulders, and landscaping at 2 story pod locations	\$ 6,000.00	\$ 8,000.00
<b>Alternate Item #3 (Removal of 3 Story Pods at South Story Walk)</b>		
All work associated with removal of concrete flatwork, boulders, and landscaping at 3 story pod locations	\$ 9,000.00	\$ 12,000.00
<b>Alternate Item #4 (Removal of Story Walk and Landscape Improvements North of Pavilion)</b>		
Remove all scope including grading, sidewalks, landscaping, story pods, etc.	\$ 125,000.00	\$ 175,000.00
<b>Alternate Item #5 (Planting and Landscaping Improvements East of North Entry)</b>		
Remove all scope including grading, sidewalks, landscaping, etc.	\$ 10,000.00	\$ 15,000.00
<b>Alternate Item #6 (New Sign and Associated Landscaping Improvements)</b>		
Remove all scope including grading, sidewalks, landscaping, etc.	\$ 10,000.00	\$ 15,000.00
<b>Alternate Item #7 (Exterior Landscaping Lighting Package)</b>		
Remove all scope including grading, sidewalks, landscaping, etc.	\$ 5,000.00	\$ 10,000.00
<b>VE Item #1 (Eliminate Exterior Drinking Fountain)</b>		
Eliminate exterior drinking fountain and associated underground utilities	\$ 20,000.00	\$ 25,000.00
<b>Interior</b>		
<b>VE Item #1 (Interior Doors &amp; Hardware)</b>		
Reuse interior wood doors and hardware where able/applicable and if in good shape	\$ 8,000.00	\$ 10,000.00
<b>VE Item #2 (Restroom Fixtures &amp; Finishes)</b>		
Reuse restroom toilet fixtures and partitions where able/applicable and reduce tile scope	\$ 50,000.00	\$ 60,000.00
<b>VE Item #3 (Study Room Folding Partition)</b>		
Create an add alternate for a folding partition in Meeting/Study Rooms A&B	\$ 9,000.00	\$ 11,000.00
<b>VE Item #4 (Ceiling Type Finishes)</b>		
Reduce amount of wood slat ceilings in select locations	\$ 6,000.00	\$ 8,000.00
<b>VE Item #5 (Ceiling Type Finishes)</b>		
Reduce amount of baffle ceilings in select locations	\$ 6,000.00	\$ 8,000.00
<b>VE Item #6 (Electrical Receptacles)</b>		
Reduce amount of electrical receptacles, where applicable	\$ 3,000.00	\$ 5,000.00
<b>VE Item #7 (Living Wall)</b>		
Eliminate living (moss) wall	\$ 10,000.00	\$ 15,000.00
<b>VE Item #8 (Friends Room)</b>		
Create an add alternate for Friends Room Remodeling	\$ 10,000.00	\$ 15,000.00

**SDL Interior Renovations Site Improvements  
Value Engineered Cost Estimates Summary**

**FY2022/2023 Expenditures**

Quinn Evans	
Schematic Site Design	\$40,000.00
Schematic Design Renovation	\$16,500.00
Design Development Renovation	\$29,750.00
Construction Documents Site	\$31,400.00
 Total Quinn Evans	 \$117,650.00
 Furniture	 \$4,781.50
 Site Survey: Midwestern Consulting	 \$15,200.00
 <b>Total FY2022/2023 Expenditures</b>	 <b>\$137,631.50</b>

	ROM Low Range	ROM High Range
Total Estimated Budget	\$4,399,646.35	\$4,399,646.35
Value Engineering Potential Savings	\$312,000.00	\$427,000.00
<b>Value Engineered Budget</b>	<b>\$4,087,646.35</b>	<b>\$3,972,646.35</b>
Original 3/23 Project Estimate	\$3,382,500.00	\$3,382,500.00
<b>Variance</b>	<b>(\$705,146.35)</b>	<b>(\$590,146.35)</b>
Total FY2022/2023 Expenditures	\$137,631.50	\$137,631.50
<b>Projected FY2023/2024 Expenditures</b>	<b>\$3,950,014.85</b>	<b>\$3,835,014.85</b>



**Library Director's Report  
Submitted by Karrie Waarala  
October 17, 2023**

- Updates to the Library Renovation and Site Improvement Project include:
  - Aaron Phillips of McCarthy & Smith and Ann Dilcher of Quinn Evans presented the Schematic Design Estimate Package to the Building & Grounds Committee at the October 11 meeting, and will present it to the Library Board at the October 17 meeting. They explained the estimate summary, budgeted costs, and Value Engineering Options that could reduce the current project estimate of \$4,399,646.35 by up to approximately \$427,000.
  - Once the Library Board sets a project budget, McCarthy & Smith will be able to map out a project timeline that includes staging the interior renovations. Currently construction is projected to begin in March 2024 at the earliest.
- The [2023 Great Fall Read](#) is underway for adults and teens. This year's book is [The New Annotated Strange Case of Dr. Jekyll and Mr. Hyde](#) by Robert Louis Stevenson. Participants can register to win prizes by answering weekly trivia questions, and there are related Creepy Craft Kits and our [Spooky Literature Walk](#).
- October is an active month for SDL out in the community. Staff members were at [Saline Rec Center's](#) Preschool Pumpkin Hunt on October 10, and we will be at their Halloween Hullabaloo on October 27, [Saline Main Street's Trunk or Treat](#) on October 25, and the [Saline Farmers Market](#) on October 14 and October 28. We will also be at a Services Appreciation and Expo Day sponsored by the Saline Farmers Market on November 4. Thank you to Library Board President Stephanie Gray for braving the cold, rainy weather with me at the October 14 Farmers Market!
- The Saline City Council Candidate Forum co-sponsored by League of Women Voters-Washtenaw County and SDL on November 7 went very well. The video is available on the LWV [YouTube channel](#), and SDL has shared it via social media.
- The library will be closed Friday, November 10 for our annual Staff Development Day. Plans for the day include active shooter training, a communication/personality traits workshop, a presentation by Jim Mangi of [Dementia Friendly Saline](#), and department meetings.

- So far the City of Saline has received three applications for the two Library Board positions that will begin on December 1, 2023. The City Clerk and Mayor have been reminded that our fiscal year is different from the City's, so the new appointments will need to be made in November.
- The [2023 Michigan Library Association Annual Conference](#) takes place October 18-20 in Kalamazoo. Head of Adult Services Evan Smale will be attending two days, and Teen Services Librarian Katie Mitchell will be attending one day. Assistant Director Jessica Lash and I will be attending the entire conference; Head of Youth Services Kelly Soerens will be overseeing the library while we are at the conference.
- At the October 11 TLN Library Directors meeting, the topic of eliminating overdue fines was discussed, as TLN is highly encouraging all member libraries to consider going fine-free. More information can be found in the appendix to this month's Board packet.
- Steven Bowers, Executive Director of The Library Network, contacted me to ask me to consider a [nomination by TLN](#) to serve on the Michigan Library Association Board of Directors. The member-at-large positions consist of a three-year term beginning July 2024. Nominations are due November 3, 2023.
- Recent comments from patrons include:
  - "We love this library. It's such a nice facility, and you guys do a great job."
  - "I was confined to my bed for a month, and the graphic novels from library are the only thing that kept me sane. Thank you."
  - A patron called to tell me that they received excellent service from Adult Service Librarian Melissa Schabel. "She's gold!"

**SALINE DISTRICT LIBRARY**  
**POLICY BULLETIN**

**POLICY NO: 703**

**SUBJECT: PURCHASING**

Authority and responsibility for procurement for the Saline District Library shall be under the direction of the Library Director. The Director shall oversee all purchasing activities of designated staff members.

The general purchasing policy of the Saline District Library shall be as follows:

1. Professional Services: The **Library Board of Trustees (the Board)** recognizes that legal, accounting, actuarial, auditing and other professional services do not lend themselves to normal procurement methods such as competitive bidding; thus the Board may use any method deemed appropriate to select firms to render these services.
2. Other acquisitions of goods and services: Generally, vendor selection methods are divided into the following levels:
  - All purchases with an estimated total cost of \$100,000 or more require ~~formal competitive sealed bids. The bid shall be awarded by the Library Board of Trustees. All sealed bid solicitations shall be advertised publicly at least once~~ Requests for Proposals (RFPs). RFPs will be posted on the Library's website and in appropriate media outlet(s) ~~at least fourteen days in advance of the date announced for the opening of the bid unless limitations prohibit.~~ RFPs can also be sent directly to appropriate vendors. Written proposals will be reviewed and contracts awarded by the Board.
  - All purchases with an estimated total cost between \$20,000 and \$99,999 require written proposals from at least three (3) prospective bidders, if available. The bid shall be awarded by the **Library Board of Trustees**.
  - All purchases under \$20,000 are to be purchased using the best judgement of the Director or designated purchasing agent as to source of supply based on the best available information which may include written proposals from at least three prospective bidders, if available.



- All purchases made under a cooperative program with another governmental entity, such as a library cooperative, are by their nature exempt from competitive bidding requirements, as the bidding process has been previously completed.
- All **major unscheduled** purchases must be **contained** within the **overall** budget approved by the **library Board of Trustees**. Any purchase not **contained** within the **overall** budget must go to the Board for approval **and possible budget amendment**.
- The competitive bidding process may be waived at the Board's discretion when there is only one known supplier, such as equipment/software supporting the Library's automated computer system or for continuation of library services. ~~The Finance Committee will provide the Board, in its annual budget process, recommendations for waiver.~~
- When there exists a threat to public health, safety, or welfare, the Library **Director or designated purchasing agent** may make emergency procurement, following established procedures as much as is practicable under the circumstances. A written justification of the nature of the emergency and for the selection of the particular vendor shall be submitted to the Board ~~of Trustees~~ and shall become part of the record for that purchase.

**SALINE DISTRICT LIBRARY  
BOARD OF TRUSTEES**

**REVISION of BY-LAWS**

**ARTICLE I**

**NAME**

**Section 1.** This organization shall be called the Saline District Library.

**ARTICLE II**

**MEMBERSHIP**

**Section 1.** In accordance with Public Act 24 of 1989 (the *District Library Act*), the Board of Trustees of the Saline District Library (the “Board”) shall consist of seven (7) members to be appointed as follows:

The City Council of the City of Saline (the “City”) shall appoint 4 members of the Board. By November 15 of each year, the City Council of the City shall appoint 2 members for 2-year terms each, commencing December 1. At least 1 member of the Board appointed by the City shall be a non-City resident of the Saline District Library District (the “District”).

The Board of Education of the Saline Area Schools shall appoint 3 members of the Board. By November 15 of each year, the Board of Education of the Saline Area Schools shall appoint 1 or 2 members, as the case may be, each for 2-year terms commencing December 1.

**Section 2.** The party that appoints a member shall have the power to remove that member for cause. Vacancies shall arise in the event a member resigns, is removed, dies, is imprisoned, moves outside the District, or is declared by a court of law to be mentally incompetent. In the event of a vacancy, the Party that appointed the member whose position has become vacant shall appoint a replacement within 2 months of the vacancy. In the event no such replacement shall have been appointed by the appropriate Party at the end of such 2-month period, the Board shall have the power to appoint such replacement, whose term shall extend to the end of the term of the former member of the Board.

## ARTICLE III

### POWERS OF THE BOARD OF TRUSTEES

**Section 1.** The Board of Trustees may exercise any and all of the powers granted to it in the District Library Act. The Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.

**Section 2.** The Board of Trustees shall have the exclusive control of the budget of the Saline District Library.

**Section 3.** The fiscal year of the Saline District Library shall be the annual period commencing December 1 and ending the following November 30.

**Section 4.** The Board of Trustees may require the Treasurer or Library Director to submit to the Board on a monthly basis data regarding the actual and estimated budget to date. The Board then may revise or amend the budget as deemed necessary by a majority of Board members voting on the question.

## ARTICLE IV

### OFFICERS

**Section 1.** Officers of the Board shall be President, Vice-President, Secretary, and Treasurer.

**Section 2.** The officers shall be elected for the upcoming year at the last meeting of the fiscal year.

**Section 3.** Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy, except for the office of President, in which case the Vice-President shall assume the duties of the office for the expired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

**Section 4.** No officer shall serve more than two consecutive one-year terms in the same office.

## ARTICLE V

### DUTIES OF THE OFFICERS

**Section 1.** The President shall preside at all meetings, appoint committees with the approval of the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

**Section 2.** In the absence of the President, the Vice-President shall perform the duties of the President. In the case of a vacancy in the office of the President, the Vice President shall assume the office for the unexpired term.

**Section 3.** The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meetings is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and, on authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Library Director.

**Section 4.** The Treasurer shall have charge of the funds of the Saline District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall ~~control expenditures~~ review all financial transactions from the Library fund through a system of vouchers presented by authorized personnel. A record of all moneys received or deposited to the Library fund, and all disbursements, sales, and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these by-laws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director.

## ARTICLE VI

### MEETINGS

**Section 1.** The regular meeting of the Saline District Library Board shall be held each month, the date and hour to be set by the Board at its annual meeting. Within ten (10) days following the annual meeting a notice shall be posted in a public place setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. Any changes to this schedule shall be posted within three days after the meeting at which the change is made. All meetings of the Board and all meeting postings shall comply with the Michigan Open Meetings Act.

**Section 2.** The Annual Meeting of the Saline District Library Board shall be the first regular meeting of the fiscal year and shall be for the purpose of the appointment of standing committees and consideration of such organizational matters as may be required.

**Section 3.** Special meetings may be called by the President or upon written request of two Trustees, provided eighteen (18) hours of notice is given of the time and purpose for which such meeting is called. The announcement of a special meeting at any meeting at which a quorum is present shall be sufficient notice of such meeting. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

**Section 4.** Notices of regular meetings with agenda shall be posted in a public place and shall be distributed by the Secretary to all members at least (3) days before the meeting.

**Section 5.** The following items will constitute the agenda for regular meetings:

- Call to order and attendance
- Approval of agenda
- Approval of minutes
- Citizen's comments
- Financial report, including approval of bills
- Librarian's report
- Committee reports
- ~~Old~~ Unfinished business
- New business
- Adjournment

**Section 6.** A quorum for the transaction of business shall consist of four (4) members of the Board.

**Section 7.** Any Board action, to be official, must be approved at an official Board meeting by a majority of the Board.

**Section 8.** In case of emergency, if Board action is needed when the Board cannot meet, with concurrence of the President, members may be polled individually by a Board member or by the Library Director. An effort shall be made to contact all Board members. Official confirming action shall then be taken at the next Board meeting.

## ARTICLE VII

### LIBRARY DIRECTOR

**Section 1.** The Library Director shall be appointed by the Board and shall be considered the executive officer of the Library.

**Section 2.** The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for the care of the building and equipment; for the employment, development, and direction of the staff; for the efficiency of the Library's service to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for submission to the Board at a regular meeting a written annual report of the library, including the audited financial statements.

**Section 3.** The Library Director or the Library Director's representative shall attend all meetings of the Board.

## ARTICLE VIII

### AMENDMENTS

**Section 1.** These by-laws may be amended at any regular meeting of the Board by a majority vote of all members, provided the amendment was presented in writing at the previous regular meeting.

Adopted by the Saline District Library Board at its regular meeting on April 19, 2005.

Revised by the Saline District Library Board at its regular meeting on October 15, 2019.

Revised by the Saline District Library Board at its regular meeting on October 17, 2023.

**Circulation FY2022-2023**

<b>ITEM</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>TOTALS</b>
<b>Book Materials</b>													
Total Books	15,233	18,641	16,981	19,369	17,370	15,966	21,022	21,984	19,539	16,826			182,931
% of Total Circ.	76.07%	78.31%	78.26%	76.88%	78.76%	77.70%	79.36%	79.00%	77.71%	79.85%	#DIV/0!	#DIV/0!	78.22%
<b>AV Materials</b>													
DVD/BLU-RAY	3,562	3,703	3,393	4,125	3,174	3,160	3,882	4,050	3,812	2,801			35,662
Music CDs	244	307	268	369	248	235	236	323	336	249			2,815
Audio Books	459	492	444	583	544	462	483	527	551	439			4,984
Playaways	7	5	1	4	3	7	2	3	2	0			34
J Kits	189	236	213	286	308	231	316	376	346	248			2,749
Total AV	4,461	4,743	4,319	5,367	4,277	4,095	4,919	5,279	5,047	3,737	0	0	46,244
% of Total Circ.	22.28%	19.93%	19.91%	21.30%	19.39%	19.93%	18.57%	18.97%	20.07%	17.74%	#DIV/0!	#DIV/0!	19.77%
<b>Interlibrary Loans</b>													
SDL Patron Filled Requests	735	944	1,003	978	782	793	888	773	909	913			8,718
% of Total Circ.	3.67%	3.97%	4.62%	3.88%	3.55%	3.86%	3.35%	2.78%	3.62%	4.33%	#DIV/0!	#DIV/0!	3.73%
Lends Out to Libs	767	1,010	927	1,006	873	870	808	949	1,075	1,013			9,298
Equipment	140	126	136	181	161	188	197	238	211	183			1,761
Periodicals	192	294	262	277	246	298	353	327	346	325			2,920
% of Total Circ.	0.96%	1.24%	1.21%	1.10%	1.12%	1.45%	1.33%	1.18%	1.38%	1.54%	#DIV/0!	#DIV/0!	1.25%
<b>TOTAL 2023 CIRC</b>	<b>20,026</b>	<b>23,804</b>	<b>21,698</b>	<b>25,194</b>	<b>22,054</b>	<b>20,547</b>	<b>26,491</b>	<b>27,828</b>	<b>25,143</b>	<b>21,071</b>	<b>0</b>	<b>0</b>	<b>233,856</b>
Prior Year Circ.	20,258	21,787	20,641	22,998	20,707	20,210	25,265	26,549	26,530	21,492	22,092	20,886	269,415
% Difference	-1.15%	9.26%	5.12%	9.55%	6.51%	1.67%	4.85%	4.82%	-5.23%	-1.96%	-100.00%	-100.00%	-13.20%
<b>Downloads</b>													
Ebooks	3,046	3,717	3,176	3,341	3,143	3,248	3,362	3,719	3,853	3,355			33,960
AudioBooks	2,993	3,177	2,920	3,321	3,275	3,477	3,614	3,842	3,919	3,497			34,035
Music	312	311	279	246	295	238	267	310	272	221			2,751
Video	613	274	238	222	278	305	368	305	251	260			3,114
Magazines	318	280	363	270	234	225	277	266	357	448			3,038
Tumble books	0	3	4	1	0	9	6	2	8	1			34
<b>Total Downloads</b>	<b>7,282</b>	<b>7,762</b>	<b>6,980</b>	<b>7,401</b>	<b>7,225</b>	<b>7,502</b>	<b>7,894</b>	<b>8,444</b>	<b>8,660</b>	<b>7,782</b>	<b>0</b>	<b>0</b>	<b>76,932</b>
Prior Year	5,198	6,655	6,498	6,845	6,628	6,704	6,824	7,335	7,458	6,598	6,872	6,538	80,153
% Difference	40.09%	16.63%	7.42%	8.12%	9.01%	11.90%	15.68%	15.12%	16.12%	17.94%	-100.00%	-100.00%	-4.02%
<b>GRAND TOTAL CIRC</b>	<b>27,308</b>	<b>31,566</b>	<b>28,678</b>	<b>32,595</b>	<b>29,279</b>	<b>28,049</b>	<b>34,385</b>	<b>36,272</b>	<b>33,803</b>	<b>28,853</b>	<b>0</b>	<b>0</b>	<b>310,788</b>
Prior Year Grand Total	20,863	21,771	20,340	22,766	19,441	21,083	30,602	34,343	33,627	27,847	27,646	26,150	306,479
% Difference	30.89%	44.99%	40.99%	43.17%	50.60%	33.04%	12.36%	5.62%	0.52%	3.61%	-100.00%	-100.00%	1.41%
<b>Cards Issued</b>	<b>73</b>	<b>131</b>	<b>151</b>	<b>147</b>	<b>126</b>	<b>115</b>	<b>216</b>	<b>195</b>	<b>145</b>	<b>131</b>			<b>1,430</b>
Prior Year	90	102	104	123	93	90	184	141	188	143	95	96	1,449
% Difference	-18.89%	28.43%	45.19%	19.51%	35.48%	27.78%	17.39%	38.30%	-22.87%	-8.39%	-100.00%	-100.00%	-1.31%
<b>3 M Gate Count</b>	<b>10,113</b>	<b>12,615</b>	<b>12,215</b>	<b>12,474</b>	<b>11,897</b>	<b>11,744</b>	<b>13,520</b>	<b>12,803</b>	<b>13,238</b>	<b>11,606</b>			<b>122,225</b>
prior year	7,163	8,359	7,981	10,222	9,634	9,634	11,166	9,857	11,440	11,540	11,754	11,582	120,332
% Difference	41.18%	50.92%	53.05%	22.03%	23.49%	21.90%	21.08%	29.89%	15.72%	0.57%	-100.00%	-100.00%	1.57%
Average Per Day	326	406	421	402	396	378	450	413	427	386	0	0	350

\*Total Gate Count Estimated due to Envisionware Gates Down 3/1/2023 through 3/28/2023

\*Total Gate Count Estimated due to Envisionware Gates Down 7/26/2023 during power flicker.

\*Total Gate Count Estimated due to Envisionware Gates Down 8/2/2023 during power flicker.

**Programs and Services FY2022-2023**

	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	TOTALS
<b>YOUTH</b>													
Youth Storytimes	20	20	16	21	23	6	10	12	7	18			153
# attending	380	425	394	539	581	161	349	478	194	426			3,927
Staff Programs	14	17	16	18	13	12	23	21	20	15			169
# attending	481	530	605	746	552	534	913	961	1088	682			7,092
Guest Performers	0	4	1	1	0	4	3	6	3	3			25
# attending	0	172	64	38	0	115	97	146	60	130			822
Visits & Tours	5	3	5	4	4	9	9	4	8	4			55
# attending	151	41	146	173	44	313	311	27	724	91			2,021
Off Site Presentations	3	4	3	3	3	5	5	1	0	0			27
# attending	261	145	60	161	83	397	623	25	0	0			1,755
<b>Total events/month</b>	<b>42</b>	<b>48</b>	<b>41</b>	<b>47</b>	<b>43</b>	<b>36</b>	<b>50</b>	<b>44</b>	<b>38</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>429</b>
Prior Year	13	11	39	35	37	12	40	30	25	42	41	39	364
% difference	223.08%	336.36%	5.13%	34.29%	16.22%	200.00%	25.00%	46.67%	52.00%	-4.76%	-100.00%	-100.00%	17.86%
<b>Total attendance</b>	<b>1273</b>	<b>1313</b>	<b>1,269</b>	<b>1,657</b>	<b>1,260</b>	<b>1,520</b>	<b>2,293</b>	<b>1,637</b>	<b>2,066</b>	<b>1,329</b>	<b>0</b>	<b>0</b>	<b>15,617</b>
Prior Year	456	326	649	682	757	587	1994	959	998	1166	1245	942	10,761
% difference	179.17%	302.76%	95.53%	142.96%	66.45%	158.94%	14.99%	70.70%	107.01%	13.98%	-100.00%	-100.00%	45.13%
1KBBK	0	10	6	8	4	5	12	9	2	0			56
New Baby Packets	8	10	4	14	4	5	13	5	5	3			71
<b>ADULT/TEEN</b>													
Teen Programs	8	10	12	14	12	12	9	8	5	11			101
# attending	165	210	288	430	254	205	383	150	84	260			2,429
Teen Book Discussion	0	0	0	0	1	0	0	0	0	0			1
# attending	0	0	0	0	5	0	0	0	0	0			5
Visits & Tours	1	0	0	0	0	0	0	0	0	0			1
# attending	21	0	0	0	0	0	0	0	0	0			21
Off Site Presentations	0	0	0	0	0	0	0	0	0	0			0
# attending	0	0	0	0	0	0	0	0	0	0			0
Adult Programs	14	22	22	27	30	27	30	27	27	32			258
# attending	239	382	412	397	482	425	627	401	364	364			4,093
Adult Book Discussion	2	3	3	2	3	3	3	3	3	3			28
# attending	5	9	5	6	13	15	24	18	20	16			131
Family Programs	0	0	0	0	0	0	0	0	1	0			1
# attending	0	0	0	0	0	0	0	0	100	0			100
Internet Classes	0	0	0	0	0	0	0	0	0	0			0
# attending	0	0	0	0	0	0	0	0	0	0			0
Outreach/Bk Deliveries	2	3	3	2	2	2	2	5	2	2			25
# of items	76	76	76	80	80	80	80	219	80	80			927
<b>Total events/month</b>	<b>25</b>	<b>35</b>	<b>37</b>	<b>43</b>	<b>49</b>	<b>42</b>	<b>42</b>	<b>38</b>	<b>36</b>	<b>46</b>	<b>0</b>	<b>0</b>	<b>393</b>
Prior Year	114	114	114	113	114	112	112	112	150	112	96	40	1,303
% difference	-78.07%	-69.30%	-67.54%	-61.95%	-57.02%	-62.50%	-62.50%	-66.07%	-76.00%	-58.93%	-100.00%	-100.00%	-69.84%
<b>Total attendance</b>	<b>506</b>	<b>677</b>	<b>781</b>	<b>913</b>	<b>834</b>	<b>725</b>	<b>1114</b>	<b>788</b>	<b>648</b>	<b>720</b>	<b>0</b>	<b>0</b>	<b>7,706</b>
Prior Year <sup>55</sup>	381	444	563	577	536	435	349	632	731	735	807	634	6,824



**Programs and Services FY2022-2023**

% difference	32.81%	52.48%	38.72%	58.23%	55.60%	66.67%	219.20%	24.68%	-11.35%	-2.04%	-100.00%	-100.00%	12.92%
<b>COMPUTER USAGE</b>													
<b>PC usage onsite</b>	<b>535</b>	<b>631</b>	<b>586</b>	<b>652</b>	<b>608</b>	<b>580</b>	<b>571</b>	<b>498</b>	<b>593</b>	<b>577</b>			<b>5,831</b>
Prior Year	511	509	476	663	601	650	616	485	680	639	640	600	7,070
% difference	4.70%	23.97%	23.11%	-1.66%	1.16%	-10.77%	-7.31%	2.68%	-12.79%	-9.70%	-100.00%	-100.00%	-17.52%
<b>WiFi usage onsite</b>	<b>1,162</b>	<b>3,668</b>	<b>4,150</b>	<b>3,072</b>	<b>2,732</b>	<b>2,995</b>	<b>2,791</b>	<b>2,802</b>	<b>2,857</b>	<b>3,349</b>			<b>29,578</b>
Prior Year	2,727	3,275	2,896	3,336	3,149	3,412	3,426	2,749	3,525	4,280	4,200	3,965	40,940
% difference	-57.39%	12.00%	43.30%	-7.91%	-13.24%	-12.22%	-18.53%	1.93%	-18.95%	-21.75%	-100.00%	-100.00%	-27.75%
<b>Youth AWE computers</b>	<b>269</b>	<b>330</b>	<b>418</b>	<b>312</b>	<b>388</b>	<b>271</b>	<b>373</b>	<b>578</b>	<b>540</b>	<b>292</b>			<b>3,771</b>
Prior Year	0	0	0	85	153	93	276	342	302	171	155	278	1,855
% difference	#DIV/0!	#DIV/0!	#DIV/0!	267.06%	153.59%	191.40%	35.14%	69.01%	78.81%	70.76%	-100.00%	-100.00%	103.29%
<b>Ref. Questions:</b>													
Youth	417	559	514	608	459	471	1,423	1,006	787	541			6,785
Adult	361	488	503	508	485	405	499	537	533	425			4,744
Circ Desk	320	573	472	431	384	300	451	442	389	373			4,135
<b>Total Reference</b>	<b>1,098</b>	<b>1,620</b>	<b>1,489</b>	<b>1,547</b>	<b>1,328</b>	<b>1,176</b>	<b>2,373</b>	<b>1,985</b>	<b>1,709</b>	<b>1,339</b>	<b>0</b>	<b>0</b>	<b>15,664</b>
Prior Year	797	1,063	937	1,067	988	1,032	1,797	1,562	1,670	1,389	1,237	1,207	14,746
% difference	37.77%	52.40%	58.91%	44.99%	34.41%	13.95%	32.05%	27.08%	2.34%	-3.60%	-100.00%	-100.00%	6.23%
<b>Brecon Rm: #Groups</b>	<b>6</b>	<b>6</b>	<b>14</b>	<b>18</b>	<b>18</b>	<b>16</b>	<b>13</b>	<b>9</b>	<b>8</b>	<b>7</b>			<b>115</b>
Prior Year #Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
# of individuals	110	41	130	172	183	173	133	71	112	94			1,219
<b>Study Rms: #Groups</b>	<b>179</b>	<b>199</b>	<b>195</b>	<b>198</b>	<b>202</b>	<b>204</b>	<b>188</b>	<b>221</b>	<b>207</b>	<b>177</b>			<b>1,970</b>
Prior Year #Groups	150	174	159	214	188	190	206	186	219	199	242	204	2,331
# of individuals	238	283	299	301	290	288	248	300	283	260			2,790
* Includes views of online programs beginning December 2021													

**Website Access FY2022-2023**

<b>ONLINE SERVICES</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>TOTAL</b>
<b>Website access</b>	<b>8,993</b>	<b>11,495</b>	<b>9,728</b>	<b>10,738</b>	<b>9,633</b>	<b>10,264</b>	<b>11,063</b>	<b>4,891</b>	<b>11,444</b>	<b>10,275</b>			<b>98,524</b>
Prior Year	9,379	12,167	10,966	11,348	11,550	11,923	13,454	12,254	11,334	10,923	9,433	8,966	133,697
% difference	-4.12%	-5.52%	-11.29%	-5.38%	-16.60%	-13.91%	-17.77%	-60.09%	0.97%	-5.93%	-100.00%	-100.00%	-26.31%
<b>Catalog access</b>	<b>7,753</b>	<b>9,671</b>	<b>9,152</b>	<b>12,081</b>	<b>10,494</b>	<b>11,362</b>	<b>12,213</b>	<b>6,586</b>					<b>79,312</b>
Prior Year	6,907	10,334	8,025	8,529	7,261	8,377	9,143	9,264	10,178	9,374	8,797	9,066	105,255
% difference	12.25%	-6.42%	14.04%	41.65%	44.53%	35.63%	33.58%	-28.91%	-100.00%	-100.00%	-100.00%	-100.00%	-24.65%
<b>Informational Databases</b>	<b>240</b>	<b>384</b>	<b>311</b>	<b>701</b>	<b>1,884</b>	<b>1,601</b>	<b>2,001</b>	<b>3,659</b>	<b>3,601</b>	<b>3,648</b>			<b>18,030</b>
Prior Year	227	199	300	283	298	254	173	446	705	869	536	247	4,537
% difference	5.73%	92.96%	3.67%	147.70%	532.21%	530.31%	1056.65%	720.40%	410.78%	319.79%	-100.00%	-100.00%	297.40%
<b>Local History Databases</b>													
<b>Saline Valley Farms</b>	<b>13</b>	<b>15</b>	<b>14</b>	<b>7</b>	<b>11</b>	<b>10</b>	<b>6</b>						<b>76</b>
Prior Year	12	10	14	31	31	13	12	16	15	11	85	14	264
% difference	8%	50%	0%	-77%	-65%	-23%	-50%	-100%	-100%	-100%	-100%	-100%	-71%
<b>Historical Homes</b>	<b>80</b>	<b>55</b>	<b>53</b>	<b>46</b>	<b>75</b>	<b>54</b>	<b>44</b>						<b>407</b>
Prior Year	16	20	11	23	32	1	0	0	39	21	73	63	299
% difference	400%	175%	382%	100%	134%	5300%	#DIV/0!	#DIV/0!	-100%	-100%	-100%	-100%	36%
<b>Saline Newspapers</b>													<b>0</b>
Prior Year	6,875	9,027	259	0	0	0	0	0	0	0	0	0	16,161
% difference	-100%	-100%	-100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-100%
<b>Historical Photos</b>	<b>112</b>	<b>162</b>	<b>166</b>	<b>191</b>	<b>210</b>	<b>171</b>	<b>91</b>						<b>1,103</b>
Prior Year	135	180	166	149	148	95	146	160	139	198	147	172	1,835
% difference	-17%	-10%	0%	28%	42%	80%	-38%	-100%	-100%	-100%	-100%	-100%	-40%
<b>MI Activity Pass</b>	<b>1</b>	<b>8</b>	<b>17</b>	<b>16</b>	<b>2</b>	<b>13</b>	<b>16</b>	<b>41</b>	<b>25</b>	<b>20</b>			<b>159</b>
Prior Year	4	2	9	17	9	13	12	16	8	20	19	4	133
% difference	-75%	300%	89%	-6%	500%	0%	33%	156%	213%	0%	-100%	-100%	20%
<b>New eNews subscribers</b>	<b>58</b>	<b>110</b>	<b>114</b>	<b>104</b>	<b>96</b>	<b>86</b>	<b>124</b>	<b>134</b>	<b>106</b>	<b>107</b>			<b>1,039</b>
<b>Total eNews subscribers</b>	<b>10,648</b>	<b>10,734</b>	<b>10,828</b>	<b>10,917</b>	<b>11,002</b>	<b>11,063</b>	<b>11,181</b>	<b>11,298</b>	<b>11,398</b>	<b>11,492</b>			<b>11,492</b>
Prior Year	10,763	9,810	9,884	9,959	10,035	10,096	10,209	10,292	10,396	10,483	10,547	10,607	10,607
% difference	-1.07%	9.42%	9.55%	9.62%	9.64%	9.58%	9.52%	9.77%	9.64%	9.63%	-100.00%	-100.00%	8.34%

\* Bot emails were purged from eNews subscribers in 1/22, bringing the total down

\*\*\* Website analytics changed in July, resulting in skewed/missing numbers

\*\* CMU has changed site tracking; historical newspaper statistics will no longer be available

## Saline District Library Fine-Free Proposal Fact Sheet

The proposed FY2023/2024 SDL budget eliminates overdue fines. Supporting information for this proposal exists at the local, cooperative, state, and national levels.

### SDL:

- Overdue fines only comprise approximately 0.45% of SDL's annual revenue.
- In 2020, SDL instituted auto-renewals for any non-specialty materials that do not have holds. This allows patrons the extra time they may need with library materials past the initial due date without negatively impacting other patrons.
- Material replacement fees will remain. After auto-renewals have been exhausted, patrons are billed for library materials, which places a temporary block on their account. Once materials are returned or the replacement fees paid, that block is removed.
- Eliminating overdue fines supports [SDL's 2022-2026 Strategic Plan, Focus area 4: Enhance Resources](#).

### TLN

- Approximately 66% of TLN libraries are fine free, and as part of [TLN's new mission, vision, values, and priorities](#), their goal is to ultimately see 100% of TLN libraries do away with overdue fines.
- Fine-free TLN libraries have provided the following information:
  - Wayne Public Library: Within the first 3 months of going fine-free, they saw over \$3000 of lost materials returned to the library, which was more than their annual overdue fine revenue.
  - Baldwin Public Library & Redford Township District Library: Staff members are happier to be having far fewer contentious conversations with library users. Both libraries have seen staff turnover decrease, which has decreased training time and costs.
  - Plymouth District Library: Since doing away with overdue fines, they have seen the number of overdue library materials decrease to less than 5% of items in circulation at any time.

### Michigan & beyond:

- 44% of all Michigan libraries were fine free as of April 2022 (see attached *Detroit Free Press* article), and that number has likely increased since then.
- Many Michigan libraries that have done away with overdue fines have cited the Colorado State Library whitepaper ["Removing Barriers to Access."](#) which states, "The scant research on the impact of library fines and fees does not indicate a clear benefit to administering these policies and may be costly to enforce."
- In 2019, the American Library Association adopted the attached Resolution on Monetary Library Fines as a Form of Social Inequity.

## 44% of Michigan Libraries Are Fine-Free: Why They're Doing It

Detroit Free Press 4/13/22

In February 2020, the Free Press reported that a growing number of libraries around Michigan were phasing out the practice of collecting late fines for overdue books and materials.

Two years and one pandemic later, the trend has exploded: Of the 392 facilities that participated in the 2022 Michigan Public Libraries Annual Report, 173, or 44.1%, reported being fine-free, according to Joseph Hamlin, data coordinator for the Library of Michigan. That's a nearly threefold increase over 2020, when just 60 libraries in the state reported being fine-free.

The Troy Public Library officially went fine-free on April 3. But director Emily Dumas said the facility actually stopped collecting late fines much earlier.

“When the library closed in March 2020, it only made sense to postpone late fines for that period, because people weren't supposed to leave their house,” she explained.

The fine-free model stuck around once the library reopened to curbside service, because “everything was so abnormal at that point that we didn't want to throw one more thing to stress people out,” Dumas said.

When the library reopened fully in summer 2021, Dumas and her staff looked to data from the previous year to decide whether or not to reinstate overdue fines. They were surprised to learn that removing late fines had made no impact on metrics like wait times for popular books, how long materials were being kept, or the number of materials reported lost.

"Luckily a lot of other libraries had done it at that point, too, so we could hear from them ... that it hadn't been a negative experience," she added.

Kelly Bennett, head of circulation for the Ferndale Area District Library, noticed a similar trend after her facility went fine-free in April 2021. She said the number of accounts her library sent to collections — which only occurs when an item is extremely overdue — remained constant between February 2020 and February 2022.

“It really hasn't changed patron behavior at all,” Bennett said. “(A late fine) doesn't really incentivize returns; all it does is penalize people for small mistakes.”

Representatives for both libraries said the fine-free model doesn't mean materials can be checked out indefinitely. In Troy, rentals are automatically renewed three times before the patron will be asked to pay a lost item fee.



"It's not like a punishment for people," Dumas said. "It's just — we never got our item back, and it does cost us."

Hamlin said that for libraries around the state grappling with eliminating late fines, the pandemic acted as a "good catalyst" for change.

"You've got all of these libraries where the hours are reduced, staffing has been reduced or changed or they're working from home," he said. "If a patron couldn't get in there to pay a fine, how would you collect that money?"

Hamlin predicts that 90% of libraries in the state could be fine-free within the next few years if current trends continue, especially now that so many facilities have already taken the plunge. He added that for most libraries, the budgetary impact of eliminating fines has been negligible.

Jenny Marr, director of the Ferndale Area District Library, agreed, noting that revenue from late fines accounted for less than 1% of the facility's budget.

"It really has had no effect whatsoever on our bottom line," she said.

It's not just library patrons who are happy about the elimination of late fines — library staff is, too. Bennett said her team members can now focus more on positive interactions with library guests, rather than being thrust into the uncomfortable position of debt collector.

"We're spending less time talking to people about small amounts of money," she said, "and more time just casually chatting about a book that somebody's checking out."

With the COVID-19 pandemic finally starting to ebb, Dumas said eliminating late fines is an important step toward getting folks back into the library after two long, socially-distanced years.

"We want to encourage people back in, we don't want to shame people and keep them away from the library," Dumas said. "It's about ... making sure that they feel welcome here."

*Lauren Wethington is a breaking news reporter. You can email her at [LGilpin@freepress.com](mailto:LGilpin@freepress.com) or find her on Twitter at [@laurenelizw1](https://twitter.com/laurenelizw1).*



## **Resolution on Monetary Library Fines as a Form of Social Inequity**

Whereas monetary fines present an economic barrier to access of library materials and services;

Whereas there is mounting evidence that indicates eliminating fines increases library card adoption and library usage;

Whereas monetary fines create a barrier in public relations, and absorb valuable staff time applying, collecting, and managing dues;

Whereas the first policy objective listed in ALA Policy B.8.10 (Library Services to the Poor) as approved by ALA Council on January 28, 2019, states that the American Library Association shall implement these objectives by "Promoting the removal of barriers to library and information services, particularly fees, and overdue charges";

Whereas ALA Policy B.4.2 (Free Access to Information) "asserts that the charging of fees and levies for information services, including those services utilizing the latest information technology, is discriminatory in publicly supported institutions providing library and information services";

Whereas in Economic Barriers to Information Access, An Interpretation of the Library Bill of Rights, ALA states "All library policies and procedures, particularly those involving fines, fees, or other user charges, should be scrutinized for potential barriers to access;

Whereas libraries will need to take determined and pragmatic action to dismantle practices of collecting monetary fines

Whereas libraries of all types are responsive to bodies, be they school districts, boards of trustees, college and university administration, or government entities and therefore need to be able to make the case to those bodies about eliminating fines; and

Whereas monetary fines ultimately do not serve the core mission of the modern library; now, therefore, be it



Resolved, that the American Library Association (ALA), on behalf of its members

1. adds a statement to the Policy Manual that establishes that "The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services.";
2. urges libraries to scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them; and
3. urges governing bodies of libraries to strengthen funding support for libraries so they are not dependent on monetary fines as a necessary source of revenue.
4. establish a working group to develop information resources, including strategies and tips, for libraries interested in abolishing fines, with a report due to Council at the 2019 Annual Conference

Adopted by the Council of the American Library Association  
Monday, January 28, 2019, in Seattle, WA

A handwritten signature in black ink, appearing to read "Mary W. Ghikas".

Mary W. Ghikas, Executive Director  
and Secretary of the ALA Council